



Medication Policy

Formulated by: Leadership and Management Team
Based on the policy recommended by CCH Australia.

Rationale

Ave Maria College recognises that students may need to take prescribed medications during school hours.

Intentions

If the parent or legal guardian of a student requires the College to administer medication:

1. A parent or legal guardian must, in the first instance, make a written request to the College Registrar.
2. The Principal will authorise appropriate staff to take the responsibility of administering the medication.
3. Medicines will be kept in a secure place.
4. The medication must be in the original container obtained from the pharmacist or medical practitioner.
5. A register of the dispensing of medications is to be maintained. This register is to be signed by the student at the time of dispensing.
6. All unused medicines will be returned.

Instructions for the administration of the medication must:

1. Be written on the container by the pharmacist at the medical practitioner's direction.
2. Indicate specific times at which medication is to be administered.
3. Show the dosage and the patient's name.

Consequences

1. Staff must not administer over-the-counter medications.
2. Staff, parents and legal guardians will be informed about the Administration of Medication Policy;
3. Staff will be trained in the administration of medication;
4. Parents and /or legal guardians are expected to keep the College informed of any serious medical conditions their child may be suffering;
5. Teachers will consider the administration of medication in their planning for College activities;
6. Management plans are required to be developed and supplied to the College by an appropriate medical practitioner for students who are required to take medications on a long-term basis;
7. Procedures will be developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy;
8. At no time should any medication provided for one student be administered to another student;
9. Students will be warned that sharing medication is not tolerated;
10. In the unlikely event that a child is administered the incorrect medication, the College will immediately call the Poisons Centre.

Schools have been given an exemption under the regulations to stock asthma inhalers in cases of emergency.

Ratified: Leadership and Management Team

Date: 2006, Reviewed March 2009