

Medication Policy

Formulated by: College Executive

Based on the policy recommended by CCH Australia. This policy is to be read in conjunction with the College's *Risk Management Policy*, *First Aid Policy* and *Student Wellbeing Policy*.

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. They will in the first instance, make a written request to the College via their daughter's home room teacher.
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, parents and legal guardians will be informed about the Administration of Medication Policy.
2. Parents and /or legal guardians are expected to keep the College informed of any serious medical conditions their child may be suffering.
3. Staff will be trained in the administration of medication.
4. Staff must not supply over-the-counter medications.
5. 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.
6. Procedures will be developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
7. Teachers will consider the administration of medication in their planning for College activities.
8. Students will be warned that sharing medication is not tolerated.
9. At no time should any medication provided for one student be administered to another student unless instructed to do so by an emergency services personnel (000).
10. In the unlikely event that a child is administered the incorrect medication, the College will immediately call the Poisons Centre.
11. Students carrying and self-administering medication is the responsibility of the parent.

Schools have been given an exemption under the regulations, to stock asthma inhalers and epipens for use in cases of emergency.

Ratified: College Executive

Date: 2006, Reviewed March 2009, May 2016