

RATIONALE

Due to the compulsory nature of education, College staff are required to comply with reasonable requests for assistance with the administration of medication and implementation of medical action plans, while the student is under the supervision of the College.

The above will depend on:

- The ability of the College Staff to meet the particular needs of the student.
- The contribution towards care, which may be provided by the student (as in self-administration), parents, College Staff and other external service providers.

PRINCIPLES

- To clarify College Staff responsibilities in relation to handling requests from parents/carers who seek assistance for their child/ren with the administration of medication.
- To implement procedures and to assist staff in instances where it is appropriate for them to administer medication.
- To implement procedures and to assist staff in instances where it is necessary for them to use the pre-determined action plan for a particular student.

ORGANISATION

1. Parent/Carer Responsibilities:

- Parents/Carers are to inform Administration of any known medical condition or any changes to medical conditions of their child/ren.
- Parents/Carers are to make a written application to the College if it is necessary for their child to take medication at school and complete College forms as required.
- Parents/Carers to personally deliver to the Administration Office any medication that their child is to take at school.
- Ensure all medication supplied is within its expiry date.

2. Principal's Responsibilities:

The Principal will liaise with parent/carers and appropriate staff to determine the ability of College staff to meet the particular needs of the student and to determine what level of care can be provided by the parents/carers and staff.

3. Staff Responsibilities:

- Requests for staff to administer or supervise the administration of medication to students must be forwarded to the Principal before action is taken.
- Staff may administer prescribed medication when there is an agreement between the Principal and parents/carers and written instruction (as per Forms 1 and 3) has been provided by the appropriate people.
- Ensure all student medication is within its expiry date.

4. Student Responsibilities:

- Students may administer their own medication, under the supervision of College Staff, if they are capable of doing so and have authorisation for taking the medication (Forms 1 to 8 located in Administration Office). No student is permitted to carry or self-administer any medication unsupervised.
- Parent/Carer consent and staff supervision is required when there is administration of any medication, including over the counter medication.

5. Medication:

- Analgesics are non-prescribed pain suppressants (eg. aspirin and paracetamol) and must not be administered to students without a parent/carer's written or verbal consent. For short-term conditions such as dental treatment, where analgesic medication is self-administered by the student, written instructions and permissions (as per Form 3) from parents/carers is required and medication must be stored at the Administration Office.
- The parent/carer is responsible for the supply of any medication to be administered at school (enough for child's immediate needs and not out of date).
- The relevant College Medical Forms (Forms 1 to 8 located in the Administration Office) must be completed and procedures outlined on the forms must then be followed.
- College Staff are not expected to administer prescribed medication or treatment, which requires specialist training (eg. giving injections).
- Information and Medical Action Plans for children with severe medical conditions will be placed in the Administration Office storeroom with the medication in the medical cupboard and each Teacher and Office Staff will have a Student Medical Alert File.
- A list of students, plus their medical details, will be issued to teachers in Term 1 of each year and kept updated throughout the year.
- Records of children with asthma will also be placed in the Student Medical Alert file.

EMERGENCY SITUATIONS

Emergency situations include those arising from asthma, diabetes and serious allergic reaction.

It is the responsibility of the parent/carer to supply appropriate information to the College regarding the child's medical condition (Form 1, 4, 5, 6, 7 or 8).

Parent/Carers must supply the College with an Action Plan, which has been devised between the parents/carers and the medical practitioner. The Action Plan must include **at which stage** professional medical assistance (e.g. ambulance/hospital) must be sought. This is especially important if we are unable to contact a child's parent/carer. Action Plans are required to be updated annually.

On receipt of the information the College will:

- develop procedures to limit risk.
- ensure College Staff are aware of all emergency procedures.

RECORDS

Records (Forms 1 to 8) will be stored in the student records file and on SEQTA. They are deemed confidential and CEWA guidelines state that the College will retain records until the child's 25th birthday.

STORAGE OF MEDICATION

- Known asthmatics must keep a puffer in their bag, or in the Administration Office medical cupboard. In the event that a child does not have his/her puffer available and they require the use of an inhaler, staff may use the spare puffer kept in the Administration Office.
- Prescribed medication, which is to be administered by staff, must be stored safely in the Administration Office's medical cupboard/fridge (identified by a red cross), which may only be accessed by authorised persons.
- Medication not labelled correctly will not be accepted for use.
- All prescribed medication which is to be self-administered must be clearly labelled and stored safely in the Administration Office's medical cupboard/fridge.
- Bulk supply of medications is not permitted at the College. Any queries must be directed to the Principal.

Originally Released	Date of Last Review	Date for Next Review
2016	2021	2022