

MEDICATION POLICY
FOR
DIOCESAN SYSTEMIC SCHOOLS

OPERATIONAL POLICY

DECEMBER 2010

PURPOSE

The purpose of this policy is to establish a framework and provide directions for the administration of medication to students enrolled in the Broken Bay Diocesan School System.

POLICY FRAMEWORK

The Diocesan School System acknowledges that the dignity, safety and well being of students are central to the Church's teaching. The Diocesan School System also recognises that it is responsible and accountable for ensuring the health, safety, privacy and welfare of students enrolled in our schools. It is also acknowledged that, arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of normal school activities. To meet its obligations the Diocesan School System is committed to:

- providing practical support for the parents/caregivers of students who require medication during school activities
- maximising the participation in school activities of students who require medication or special procedures for managing a health condition
- optimising the health, safety and wellbeing of students

POLICY CONTENT

Definition

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

POLICY RESPONSIBILITY

Responsibilities of parents

Parents are responsible for:

- obtaining the relevant medication forms from the school and arranging for their completion and return
- providing the medication in the original labelled container to the nominated staff member
- ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription indicating name of student, condition for which medication is required and guidelines for administration

Responsibilities of school

The school is responsible for

- informing the school community of school procedures for the administration of medication and the management of health conditions
- providing parents with relevant medication forms for completion
- providing information to and training for staff on the administration of medication for the health conditions where parents have notified the school
- developing a management plan (in consultation with parents) for students who require long

term medication or management of a health condition at school

- developing a safe system for the storage and administration of medication including appropriate records
- developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy
- following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition reminding students (where necessary) about taking medication

LINKS TO OTHER POLICIES AND SUPPORT DOCUMENTS

Guidelines for Administering Medication in Schools, Catholic Schools Office, Diocese of Broken Bay

Letter of Explanation to Parents [sample]

Medication Forms 1-6 [samples]

Privacy Policy for Diocesan Systemic Schools

POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once in every three years from the date of implementation.

POLICY DATES

Date of development

July 2004

Date of implementation

July 2004

Revised and confirmed

December 2010

Date of next review

December 2013

authorised by

Br Tony Whelan cfc

Director of Schools