





# Red Cliffs Secondary College

## Council Policy

<b>Policy Title:</b>	<b>Student Medications</b>		
<b>Date Ratified by Council:</b>	<b>August 16<sup>th</sup>, 2016</b>		
<b>Council President:</b>	Philip Hand	<b>Signature:</b>	
<b>Principal:</b>	David Browne	<b>Signature:</b>	

### **Rationale:**

Teachers and schools are often asked by parents to administer medication for their children while at the college or college related activities. It is important that medication administration requests are managed in an appropriate manner which ensures the safety of students and staff, providing a consistent duty of care.

### **Aims:**

- To ensure the medications are administered appropriately to students in our care.
- To ensure staff and the college abide by their duty of care to assist students with administration of medications.

### **Procedure :**

If students require medication at school, it is the parent/guardian's responsibility to provide the following in writing:

- the student's condition and associated medication requirements
- the name of the medication
- the dosage and times it is required to be given.
- the indications for giving medications if it is not prescribed for regular times
- any special requirements for storing the medication. Eg refrigeration
- emergency contact details
- where possible, action plans from medical practitioners

**Medication is not to be stored in student lockers or bag. Alternate storage methods may be approved when appropriate discussions have occurred between school and parents/guardians.**

It is the responsibility of the parent/guardian to advise the school in writing of any changes to their child's medication requirements and to ensure that there is sufficient medication at school for their child's needs. All medications must be replaced at expiry date.

It is the school's responsibility to ensure:

- That the student's medications will be kept in an individually labelled container in the office area at school.
- That it will be dispensed at a time as indicated or as agreed between the parents and the school.
- On each occasion a medication is dispensed it will be noted in the Medication register kept with the medications.

- Parents/guardians are advised if medication has expired and requires replacement.
- First dose of medication must **not** be administered at school.
- Medications are in original packaging. Prescribed medications must bear the students name with clear instructions on the label eg. Dose, etc.
- In a life threatening emergency xxx responsibility may be varied.

The Medication Register will include the following details:

- Date and time medications are given.
- Name of medication and dosage given.
- Name / initials of person giving the medication.

It is the student's responsibility to present to the general office when the medication needs to be administered.

Procedure for dispensing medications

- Student will present at the main office, stating their name and medication required.
- School staff will collect the student's individually labelled container and take to front desk.
- School staff will check with the student that their name correlates to the name on the individually labelled container and where applicable, medication packaging, prior to dispensing the medication.
- School staff will then complete the medication register.

**Evaluation:**

- This policy will be reviewed as part of the school's four year review cycle.
- This policy will be ratified by College Council at the start of each year.