

PADUA COLLEGE LIMITED
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Policy Title	Version number	Date Issued
Student Medication Policy	1.0	May 2005
		Reviewed
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Introduction

It is accepted that many students need medication to control such illnesses as asthma, diabetes and epilepsy or for management of attention disorders. It is necessary that teachers, as part of their duty of care, assist students where appropriate with the administration of prescribed medication. Where agreement has been reached between the parent and the school, an authorised teacher or staff member is to administer medication in accordance with these procedures.

Advice from the Solicitor General's Office is that, if all these conditions and guidelines are strictly observed, should action be brought against the College or staff member, the possibility of being found negligent would be minimised.

Responsibilities

▪ **Rector**

The Rector should:

- ensure communication occurs between parents, school staff and appropriate health professionals;
- provide approval for school staff to administer or supervise administration of medication; and
- ensure safe and confidential storage of records relating to administration of medication.

▪ **Teachers and Staff**

Staff should administer prescribed medication where there is an agreement between staff, parents and Rector and where written instructions from the prescribing doctor have been provided by the parent.

▪ **Students**

Students should, under the supervision of an authorised staff member, self-administer their own medications where capable of doing so.

Non-Prescribed (over-the-counter) Medications

The College will not normally be involved in the administering of non-prescribed medication. Drugs such as those used for travel sickness, antihistamines, Ventolin and cough mixtures can have side effects such as drowsiness, nausea, and may affect student performance. It is the responsibility of the parent to notify school staff if a student is taking over-the-counter medicine.

Minor analgesics such as non-prescribed pain suppressants (eg aspirin and paracetamol) can have undesirable side effects. Aspirin must never be administered to students without a doctor's written instructions because of the possibility of the development of Reye's Syndrome. Student complaints, such as headaches, which may result in requests for analgesics could have underlying medical or psychological causes. Staff are not authorised to supply or administer these drugs. In cases where it is believed important enough to warrant giving such medication, approval is to be obtained from the parents and a member of the College administration staff prior to doing so.

Prescribed Medications

When a student is prescribed medication, the parent should discuss with the doctor the options that may be available regarding when the medication is to be taken. If at all possible, it should be arranged that the medicine is taken in the home environment, before or after school. If a student is required to take prescribed medication while at school, medication is to be held by an authorised staff member and administered under the supervision of that staff member. The procedures which are to be followed are detailed below:

- The parent, in the first instance, must make a written request to the Rector, including the parent's authorisation to administer the medication along with specific instructions on dosage and times.
- A staff member, who is authorised by the Rector, may accept responsibility to give medication to a student while at school or involved in a school approved activity.
- Where a staff member is to administer medication the instructions provided are to be written on the medicine container by the pharmacist at the medical practitioner's direction. The authorised staff member is not to accept the instructions solely of the parent. The instructions on the container must specify the dose and times at which medication is to be given.
- Older students will generally be capable of taking their own medication, and are to be permitted to do so under the supervision of the authorised staff member. Assistance is to be provided to any student who needs help with taking their medication.
- At no time should medication provided for one student be given to another student.
- The medication is to be kept in a secure place.

Parents of students with a serious illness or condition should be interviewed to arrive at a mutual understanding of management of the child's condition. Teachers or staff are not expected to administer specialised medication such as rectal Valium, intravenous injections, mouth suctioning or nasal-gastric feeding. If so required by parents, detailed procedures are to be established and carried out in collaboration with local medical services. Depending on the circumstances, it may be appropriate to request an indemnity from the parents to the school as a condition of attendance.

Asthma

Students attending the College with a diagnosis of asthma should have a written management plan compiled by a doctor in consultation with the student's parents. Appendix 1 provides a pro-forma management plan which can be provided to parents for this purpose. With written permission from parents and with the Rector's approval, students may be responsible for the administration and security of their own asthma inhalers.

Emergencies

Emergency situations include those arising from asthma, diabetes and serious allergic reaction. It is the responsibility of the parents to provide the school with adequate information regarding the details of a student's medical condition which may require specific action or treatment under emergency conditions. Where such a medical condition exists, discussions need to take place between the Rector and the parents to develop an emergency action plan upon which all parties agree.

Record Keeping

A 'Register of Administration of Medication' is to be maintained and is to contain a record of all occasions when medication is administered to students. Each entry in the register is to be completed by the authorised person at the time medication is administered. On the Assisi Campus, the Register is to be held in the office with the Sick Book. On the Greccio Campus, the Administration Assistant Years 5 and 6 is to maintain the register. The format of the register is at Appendix 2. At the end of each year, both registers are to be filed into Archives.

The written request from the parents requesting administration of medication is to be kept on the student's file. This letter represents an agreement among the parties as to the arrangements made in respect of the administration of medication.

STUDENT MEDICAL EMERGENCY REQUEST

Parents are required to supply Padua College with information on conditions such as asthma, diabetes and serious allergic reaction or any other condition that may give rise to a medical emergency situation. A separate form must be completed for each medical condition. Please cross out those sections below that are not applicable.

Name of Student: _____ Date of Birth: _____

I, _____, being the parent/legal guardian of the above named student, request that Padua College take the following action should my child require emergency medical attention.

Medical Condition: _____

Telephone/transport my child to: _____

Doctor: _____

Address: _____

Telephone No: _____

Hospital: _____

Any special transport requirements: _____

Other action requested: _____

Period for which this request applies: _____

Administer medication as prescribed by Doctor _____ and in accordance with the instructions provided below. (List details of medication and dosages to be administered. For asthma treatment, provide details of medications to be used at different stages and peak flow measures to mobilise action at each stage.)

Signature of Parent/Guardian

Date

Signature of Rector

Date

