Medication Guidelines (October 2012)

Mission Statement
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, our College seeks to develop people of competence, conscience and compassion who are committed to God and the service of others.

Rationale
The College has a duty of care to provide a safe, healthy and supportive environment for all staff and students.

Medication
• If students require medication during the school day, it is preferred this be administered through the college nurse
• The College nurse may independently administer schedule 2 and 3 medication to students in accordance with her professional discretion and regulations.
• If a parent requests the nurse administer prescribed medication to their child, they must complete and sign a Medication Request Form, this is available from the College nurse. All medication administered is documented in student’s medical file.
• The medication must be in its original prescribed container with the following information:
  - Child’s Name
  - Expiry Date
  - Name of Medication
  - Dose and Time to be given
  - Doctors Name
• If a student is required to carry and self-administer medication while at school, the student should have parental consent to self administer. Single measured dose of the medication for one school day should be brought onto the College premises. Medication must be carried on the student or locked in that student's locker.
• Where possible student medication should be administered by parents out of school hours.
• If a student has documented anaphylaxis and requires an Adrenaline autoinjector, the parent must obtain an Action Plan from the College nurse to be completed by their Doctor. The parent/carer must supply child’s prescribed Adrenaline autoinjector to the College nurse.
• Students who are old enough to understand its proper use should carry their own Epipen/Anapen (Adrenaline autoinjector) at all times.
• Students with known anaphylaxis must carry their Epipen/Anapen (Adrenaline autoinjector) with them for all excursions, after school sport and other after school activities.
• Students with Asthma must carry their reliever medication on them at all times.
• Parent/Guardian sign medication consent on College enrolment form.
• Medications are clearly labelled and stored in a locked cupboard in Health Centre.
CAMPS

If a parent requests medication (prescribed or not) be administered to their child whilst on College Camps, the medication must be in its original container with the following information:

<table>
<thead>
<tr>
<th>Child's name on medication</th>
<th>Dose and time to be given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of medication</td>
<td>Doctor’s name on medication (if prescribed)</td>
</tr>
<tr>
<td>Expiry date of medication</td>
<td></td>
</tr>
</tbody>
</table>

A signed permission form from parent stating instructions and dose of medication must accompany the medication. This must be placed into a sealed bag with the medication. Staff must document and sign when giving prescribed medication. Staff should inform parent prior to administering paracetamol or antihistamine.