



Administration of Medication in Schools Policy

1.0 Policy Statement

Catholic Education Diocese of Wollongong (CEDoW) has a duty to take reasonable care for the safety and welfare of students enrolled in our schools. This care extends to assisting students manage a medical condition that requires medication. Whilst the parent / carer has the overarching responsibility to administer medication to their child, the school will assist where the administration of medication cannot be done outside of school hours. CEDoW recognises the rights of students requiring medication to participate fully in the school community.

2.0 Rationale

The purpose of this policy is to provide information around the expectations for relevant stakeholders in regards to assisting students manage their medical health condition that requires medication.

3.0 Expectations

3.1 Parent / Carers:

- Deliver prescription and/or over the counter (OTC) medication in the original container with a completed **Request to Administer Medication Form**
- If personally unable to deliver the medication to the school, a responsible adult should be nominated and the school advised prior to bringing the medication to the school.
- Provide Schedule 8 drugs in the original container or a dose administration aid such as a blister pack or weekly tablet dispenser, with the pharmacy label attached. If the Schedule 8 drug is in a weekly tablet dispenser, a photocopy of the original container must be attached to the container and signed and dated by the parent/carers, and handed to the school
- Inform the school of the health needs of the student at enrolment or when health conditions develop or change
- Co-operate with the school on the health needs of the student
- Provide relevant information regarding medication requirements for the student prior to school excursions or camps
- Liaise with the student's medical practitioner about the implications of any health condition for their schooling, and convey advice and information from the medical practitioner to the school
- Provide medication to the school in a timely manner, once existing medication has expired
- Collect expired or unused medication from the school within 10 days of being notified by the school
- Update Action Plans to ensure they remain current, preferably on an annual basis
- Administer their child's first dose of medication at home

3.2 The School:

- Provide the parent / carer with the **Request to Administer Medication Form** for completion
- Safely administer medication to students for whom they are prescribed
- Provide safe storage of students medication whilst attending school or school related activities
- Keep and store records of all medication administered, and students who self-administer
- Return expired, unused or unwanted medication to parent / carers, or the pharmacy at the end of every year or, when no longer required to be taken by the student
- Follow health care plans or action plans to manage particular medical conditions such as diabetes, anaphylaxis, asthma, ADHD, epilepsy etc
- Make relevant staff and volunteers (e.g. canteen volunteers) aware of students who require medication, self-administer or have a medical condition

3.3 Students:

- Take medication for the purpose for which it is intended, and by the person for whom it is intended
- Cooperate with staff in managing their health and administering their medication

4.0 Related and Supporting Documents

- **Administration of Medication in Schools Procedure**
- **Appendix 1 - Request to Administer Medication Form**
- **Appendix 2 - Medication Register**
- **Appendix 3 - Sample Newsletter**
- **Appendix 4 - Expired Medication Letter to Parent / Carer**
- **Appendix 5 - Letter from Principal; Approval to Self-Administer**
- **Appendix 6 - Disposal of Medications Register**
- **Appendix 7 - Request to Update Action Plan**
- **Appendix 8 - Action Plan Expired Letter**
- **Appendix 9 - No Action Plan Letter**

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