

Student Medication Policy



OUR LADY OF MERCY COLLEGE PARRAMATTA

Policy Objectives

To provide guidelines for staff, parents/carers and student to ensure the safe and appropriate administration of medication to students at OLMC.

Policy Statement

OLMC is committed to working effectively with parents/carers to ensure safe practices in relation to the health, medical and medications issues of our students. The procedures that form part of this document must be understood and adhered to by all members of the OLMC community.

The College is committed to implementing practices related to student health that comply with the NSW Work Health and Safety Act 2011, common law obligations, and anti-discrimination and privacy legislation.

Such practices include:

- Keeping effective records of student health information on the students' files and on Synergetic. The College has in place health plans for specific students in relation to allergies, asthma, diabetes and other conditions as necessary;
- Recording and reporting appropriately serious incidents or accidents;
- Supplying appropriate first aid facilities; and
- Ensuring staff involved are appropriately trained and informed of issues arising and of their responsibilities.

The College believes that students who become unwell at school are best transferred to the care of a parent/carer and steps will be taken to ensure this occurs. The aim of care given at school to such students is to make them comfortable in the interim.

OLMC recognises the important role that parents/carers play in assisting the College to care for students. Parents/carers have a responsibility to communicate health and medication needs of their daughters with the school where those needs are being managed by school staff.

Parents/carers have a responsibility to keep the records of their contact details up to date so that College staff can communicate with them when their daughter becomes sick or injured.

The College will manage all personal and sensitive information in accordance with Privacy Principles as stated in the Privacy Policy.

In the event that it is necessary to administer medication to a student it is our policy that:

- Staff do not administer minor analgesics such as paracetamol to students without the written authorisation from the student's parent/carer;
- Prescribed medication will only be administered where a student's parent/carer has provided written permission to the College;
- Parents/carers are responsible for keeping the College updated if the requirement for prescription medication changes;

- Parents/carers are responsible for providing the prescribed medication and to collaborate with the College in working out arrangements for supply, administration and storage of the prescribed medication;
- Students must not carry medications unless there is a written agreement between the College and the student's parents/carers that this is a planned part of the student's health plan;
- Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision;
- It should be noted however that in any life threatening situation the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate health plan.

Supporting Procedures

Under normal circumstances, the College does not administer medication to students. This includes:

- Painkillers/Analgesics (Paracetamol, Aspirin, Panadol, Nurofen)
- Disprin
- Antibiotics
- Cough medicine

Only in exceptional circumstances will analgesics be administered and this is only if the parent/carer has previously indicated, in writing, that the student is not allergic to such medication. Such circumstances include:

- An emergency (analgesics will only be administered after parent/carer or emergency contact has been contacted by Student Centre Staff and the student's Pastoral Leader or Pastoral Teacher has been notified);
- If a student has a note from a medical practitioner (also signed by parent/carer) indicating dosage requirements and reasons for administration.

In these situations, the following guidelines are to be adhered to:

- Analgesics are not to be combined - single substances only are to be given, for example, aspirin and paracetamol are not to be mixed;
- Analgesics are to be issued by a designated First Aid person only.

Where a student has been directed by a doctor to take prescribed medication, it is expected that reasonable attempts will be made to arrange for the student to take the medication outside of school hours (for example, if the medication needs to be taken 3 times a day, it might be taken before and after school and then before bed). Should this not be possible, OLMC will administer prescription medicines to students in accordance with the procedure outlined below.

Prescribed medication is defined as medication prescribed by a registered medical practitioner for a particular person for the treatment of a medical condition by a registered medical practitioner. If a student needs to take prescription medicine whilst at the College, they are required to present the following to the Pastoral Leader:

- A letter from their parent/carer outlining the need for administration of medication; and
- Notification from their doctor regarding medication, dosage and so forth.

On days where medication is to be administered:

- The medication is to be brought to sick bay at the Student Centre before Homeroom in its original bottle, box or container (otherwise it will be returned home). All necessary equipment (such as measuring instruments) are to also be included;
- The medication will be stored at the Student Centre Sick Bay;
- A note is to be brought in and kept with the medicine indicating the following:
 - Current date
 - Student name
 - Condition
 - Name of medication, dosage and times for administering/frequency
 - Doctor's name
 - Expiry date
 - Parent signature
- Student Centre Staff will then check the student's medical file and investigate if there is concern regarding past illnesses or allergies;
- On a daily basis, Student Centre Staff will inform the Director of Pastoral Care about which students are going to have medication administered to them that day;
- The student is then required to go to the Student Centre at times indicated on the note. N.B. the student will not be paged at these times to remind them, it is the responsibility of the student to remember;
- The medication must only be taken in the presence of a First Aider at the Student Centre;
- The First Aider is required to record in the Student Medication Administration Register student's name, the date, time, substance administered, dosage amount and name of person administering the medication.

Responsibilities

Students are responsible for:

- Contributing to the provisions of a healthy and safe environment;
- Ensuring that medication is taken for the purpose for which it is intended by the person for whom it is intended;
- Presenting themselves to the Student Centre to take medication where written permission and details have been provided by the student's parents/carers; and
- Asthmatic, Diabetic and Anaphylactic students are allowed to carry medication on their person.

Parents/carers are responsible for:

- Co-operating with the school on student health matters;
- Informing the school of the health and medication needs of their daughter/s at enrolment or when health conditions develop or change;
- Arranging for their daughter to take medication outside of school hours, where possible;
- Provide the required documentation, medication and equipment if their daughter needs to have medication administered to them at the College; and
- Updating parent/carer contact details should they change.

Student Centre staff are responsible for:

- Ensuring the above procedures are followed in relation to storage and administration of medication;
- Updating student health information promptly and accurately;
- Informing the Director of Pastoral Care daily with information about which students are going to have medication administered to them that day;
- Ensuring a First Aider is present to administer medication;
- Recording in the Student Medication Administration Register student's name, the date, time, substance administered, dosage amount and name of person administering the medication; and
- Noting in the student's Diary when any medication is administered.

First Aiders are responsible for:

- Being in the presence of students at Student Centre Sick Bay as medication is being taken.

Teachers are responsible for:

- Taking reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen;
- Being aware of the procedures in this policy and communicating them to students;
- Being aware of student health needs;
- Ensuring students are aware of the procedures outlined in this policy; and
- Assessing if a student needs analgesics in an emergency situation.

The Director of Pastoral Care is responsible for:

- Reviewing student medication procedures as necessary; and
- Working with the Deputy Principal to ensure staff are aware of this policy and related policies.

The Deputy Principal is responsible for:

- Ensuring staff training with regard to safely administering medication; and
- Working with Director of Pastoral Care to ensure staff are aware of this policy and related policies.

The Principal is responsible for:

- Ensuring that systems are in place to protect the health and safety of all students when they are at school or involved in College activities;
- Ensuring procedures are in place to support student health including- first aid, temporary care of students who become unwell at school, the administration of prescribed medications, health care plans, supply and storage of medication, provision of emergency care.

This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/carers and the students themselves.