

## **MEDICAL CONDITION AND ADMINISTRATION OF MEDICATION POLICY**

### **PURPOSE:**

Many students attending school need medication to control a health condition. It is necessary that staff (as part of their duty of care) assist students, where appropriate to take their medication. Baden Powell College will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatism.

### **GOALS:**

The purpose of Baden Powell College's Medical Condition and Medication Policy is to, as far as practicable:

- Provide a safe and supportive environment in which students with a medical condition can participate equally in all aspects of the student's schooling.
- Actively involve the parents/carers of each student with a medical condition in assessing risks, developing risk minimisation strategies and management strategies for the student
- Ensure that each staff member has adequate knowledge of the special needs of the student (if applicable)

### **GUIDELINES:**

Many students attending school need medication to control illnesses such as asthma and epilepsy, and conditions causing hyperactive behaviour. The student's continued attendance at school and benefit from education is dependent on this therapy. It is necessary that teachers, as part of their duty of care, assist students, where it is appropriate, to take their medication.

As soon as a student enrolls at the school with a medical condition the following will immediately be put in place:

1. A Medical Condition form for the student will be completed by the student's parents/carers.
  2. Where necessary, a communication strategy to raise staff awareness about student's needs will be undertaken.
  3. Where the child is required to take medication during school hours, the parents/carers will complete a School Medication Permission Form.
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1. Every student who has a medical condition must have a School Medical Condition form completed by the parent/carer. This form will provide details of the condition and the management steps the school needs to take.

2. If the medical condition requires the administration of medication during school hours, a Medication Permission Form will also be completed by the parent/carer.

**Short Term Illness Medication:**

These medications will be handed into the office by the parent/carer in a clearly labelled container that specifies the name of the student. The name of the medication should be clearly marked on the container. The parent will complete the School Medication Permission Form indicating the dose and the time it is to be given.

**Long Term Medication:**

This medication will be handed into the office by the parent/guardian in a clearly labelled container that specifies the name of the student. The name of the medication should be clearly marked on the container. In the first instance the School Medication Permission Form will be completed indicating the dose and the time it is to be given. A new School Medication Permission Form must be completed immediately should the dosage change.

3. All medication (as far as practical) will be administered by the nominated First Aid Officer.
4. All medicines will be stored in a lockable cabinet in the office away from children's access, except for EpiPens® which will be stored in an easy to access and well known spot in the school sickbay. Students will not be permitted to keep medications in their lockers or bags, except for asthma medication. Medication requiring refrigeration will be stored in the sickbay fridge and will be retrieved only by a staff member as required.
5. Analgesics/cough mixtures will be treated at school in the same manner as medicines.
6. It should be noted that substances prescribed for a particular student will be retained solely for the use of that student. Only in a life-threatening emergency will consideration be given to any variation of this requirement (i.e. asthma medication).
7. Parent consent for a photograph of the student labelled with their name, medical condition and relevant treatment details will be obtained so that a Medical Alert can be displayed in staff areas and in yard duty folders.

<b>EVALUATION:</b>
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The Medical Condition and Medication Policy will be evaluated and revised annually by the Principal and First Aid Officer. The Principal and First Aid Officer will liaise widely to ensure all key stakeholders have input into this evaluation.

**References:**

**DEECD Medication Policy**