



Medication Administration Policy

Rationale

Nagle College is committed to the health and well-being of all students. All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or when suffering injury or feeling unwell. From time to time it may be necessary for medication to be administered to students during college hours, or whilst on excursions.

For the purpose of this policy, medication includes both over the counter medication and prescription medication unless stated otherwise.

Scripture

“They will turn to the Lord, and He will respond to their pleas and heal them”. Isaiah 19:22

Mission

So that all members of the Nagle College community can live out the College motto “Let Your Light Shine”, we will develop a safe, nurturing and hope-filled community based on Christ’s message of love, hope and service.

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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/guardian on the College 'Student Medication Authority Form. *Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by a Medication Authority Form as it is covered by the student’s Health Plan;*
- Parents/guardians are responsible for keeping the College updated if the requirement for prescription medication changes;
- Parents/guardians 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;
- Medication must be labelled with the students name, be within its use by date and be in its original packaging accompanied by written advice providing directions for appropriate storage and administration;
- Students must not carry medications, ***with the exception of asthma inhalers, diabetic medication and adrenalin auto injectors (epipen)***, unless there is a written agreement between the College and the student’s parents/guardians that this is a planned part of the student’s health plan;
- Students should not take the first dose of a new medication at school in case of an allergic reaction. This must be done under the supervision of a parent/guardian or health practitioner;
- Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision;



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- The College shall provide appropriate first aid facilities; and
- The College shall ensure that there are members of staff who hold current first aid qualifications.

Maintenance of Medical Records

Parents/guardians are requested to notify the College of all medical conditions that may require the administration of prescription medication during college hours. The College will update student medical records based on this information.

Student Health Plan

A Health Plan or Medication Authority Form is developed for each student who is required to take prescription medication during college hours. The plan is to specify agreed arrangements for supply, administration and storage of the prescribed medication.

The Medication Authority Form will be stored securely, updated regularly and be communicated to relevant staff in a confidential manner.

Each staff member shall fulfil their agreed roles as documented in a student's individual health plan and the College will inform parents/guardians as soon as possible of concerns regarding a student's health and well-being.

Implementation

This policy is implemented through a combination of

- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with parents/guardians and students themselves; and
- Initiation of corrective actions where necessary.

Related Policies

Anaphylaxis Management Policy

First Aid Policy