

## *Student Medications Policy*

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### *Rationale:*

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Christian College recognizes the importance of a student having access to medications when under the care and supervision of the College. Due to the serious nature of medications, both prescription and non-prescription, Christian College recognizes the need to adopt procedures and risk minimization strategies to reduce the risk of a student receiving the wrong medication or dosage.

The aim of this policy is to:

- ensure that all students receive the support necessary for their wellbeing in relation to the administering of medications whilst at school.
- minimize the risk of an incorrect dosage or medication being administered/accessed while the student is in the care of Christian College.
- ensure that staff members have access to an accurate and adequate student medication plan.
- ensure that an accurate log detailing the administering of medications taken at school is completed and on file in the event of an emergency.

### *Summary:*

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The information below is derived from the DEECD website [www.education.vic.gov.au](http://www.education.vic.gov.au)

- A student's parent or guardian may authorize and supply medication to be administered at school. Where possible, it should be considered if the medication can be taken outside of the school day. This reduces the amount of medication required to be held at school and reduces the risk of incorrect administration. Parents/Guardians must complete a Student Medication Plan which is available both in the College Diary or downloadable via the Parent Portal.
- All medication to be administered at school must be in its original medication bottle or package. It must be clearly labeled including the students name, dosage and time to be administered. In the case of prescription medication the pharmacist's original

label must be visible. In addition, the College will attach a copy of the student's photo ID to any medications stored on site.

### ***Administration of Analgesics:***

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Analgesics can mask signs and symptoms of serious illness or injury and should not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be available from the College's first aid supplies or sick bays.

### ***Student Medication Plan***

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Where it is necessary for students to receive medications at school in either ongoing or temporary capacity, the parent or guardian must complete a Student Medication Plan which identifies the student, medical condition and medication required. This includes dosage, time to be taken, method of administration and the period of time it will be required for.

### ***Medication Log***

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An official medication Administration Log is kept in the first aid storage area and completed by the person administering the taking of medication.