



CATHOLIC **LADIES'** COLLEGE
A YEAR 7 TO 12 CATHOLIC GIRLS COLLEGE *girls flourish here*

Medication Policy

Stage	Date	Ratified
Initiated	June 2010	June 2010
Review 1	2014	July 2014
Review 2		
Next Review		

MARY AIKENHEAD MINISTRIES
IN THE TRADITION OF THE SISTERS OF CHARITY

CATHOLIC LADIES' COLLEGE LTD

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Medication Policy

Founded by the Sisters of Charity in 1902, Catholic Ladies' College (CLC) is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society. We are a welcoming, robust and inclusive community, which seeks to value and appreciate excellence and justice, compassion and collaboration, diversity and individuality.

Purpose

Catholic Ladies' College appreciates that some students require access to prescribed medication during school hours.

This policy aims to facilitate these students being able to follow their prescribed medication treatments in an appropriate environment, while at the same time assisting staff at the College understanding their role in supporting this practice.

Guiding Principles

- Parents should provide clear and timely advice to the College on:
 - Details of the medication to be used
 - Any special requirements regarding the administration of the medication
- The College will work to facilitate this advice provided by the parents.
- This policy also applies to Non Prescribed medications such as:
 - Headache tablets and other similar oral medications
 - Creams (eg burn creams), alcohol wipes, antiseptics and the like

While College staff will **not** administer these medications, students with the appropriate written permission from their parents may bring these items to school and self administer according to the parent's written permission

Intended Audience

Staff	√
Parents	√
Students	√
Broader Community	

Related Documents Anaphylaxis Management Policy

Developed by Deputy Principal Student Wellbeing



Procedures

Expectations	Person[s] Responsible
<ul style="list-style-type: none"> All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medication register maintained by the First Aid Manager. This information will be accessible by those designated staff who will be required to provide medication to students. All prescribed medications presented to the College with the required documentation will be stored in the designated First Aid storage area [which has a refrigerator], whichever is most appropriate. The quantity of tablets will be confirmed and documented. 	<p style="text-align: center;">First Aid Manager</p>
<ul style="list-style-type: none"> Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the procedures outlined on the previous page. 	<p style="text-align: center;">Teacher In Charge of Excursions</p>
<ul style="list-style-type: none"> All requests for students to be administered prescribed medications whilst at school must be in writing on the form provided and directed to the College Student Receptionist. The Deputy Principal Student Wellbeing may request a meeting with parent/s to confirm details of the request and to outline College staff responsibilities. All requests for the administration of prescribed medications must be supported by specific written instruction from a medical practitioner or pharmacist, including the name of the student, dosage and time to be administered (the original medications bottle or container should provide this information). Parents are to provide their daughter's medication in original and labelled containers/ bottles/packaging. Parents are responsible for ensuring that any medication that is to be stored by the College for their daughter is within the expiry date and is replaced before the expiry date falls due. Parents are expected to inform the College if there is any change in their daughter's medication needs. 	<p style="text-align: center;">Parents</p>
<p>Students with anaphylaxis, asthma and medical conditions requiring injections</p> <ul style="list-style-type: none"> Consistent with the College Asthma Policy as it relates to a management plan, students who provide the College with written parent permission may carry an asthma inhaler with them. Students diagnosed with anaphylaxis will have their EpiPens® stored in the Administration First Aid cabinet. A number of generic EpiPens® will also be stored in the designated First Aid storage area. The expiry dates of all EpiPens® will be recorded and supervised by the First Aid Manager (College Anaphylaxis Management Policy). Parents of students who may require injections are required to meet with the Deputy Principal Student Wellbeing and Learning Support Co-ordinator to discuss the matter 	<p style="text-align: center;">Students</p>