



MEDICATION PROCEDURE

PREAMBLE

Under the carer provisions of the Health (Drug and Poisons) Regulation, employees may assist a student with non-emergency medication, as long as there is an accompanying written request from the student's parent or legal guardian. Therefore, Redeemer Lutheran College staff can only administer medication to students if it is accompanied by full doctor's instructions and a completed and signed "Medication Administration" Form from the parent. This includes non-prescribed oral medications such as analgesics. Should a student require non-emergency medication whilst at the College or on a College organised activity or has a diagnosed medical condition that requires emergency medication the following procedure is to be followed

PROCEDURE

1. Parents are to provide the medication clearly labelled by the doctor with the student's name and their instructions for administration to the Office Manager.
2. Request, complete and sign a Medication Administration form detailing when, what and how much including any potential side effects or adverse reactions. (**N.B.** Even if there is only a minute chance of reaction, this information should be passed on to all appropriate employees.)
3. If the student has a diagnosed medical condition (Asthmatic, Allergic Reactions, Diabetes) that requires emergency medication an Action Plan completed by the doctor is also required.
4. All medication is to be delivered to Administration and will be stored in the "Getting Better" room.
5. All medical emergency plans will be displayed in the Getting Better Room, Staffroom and the Library
6. Administration staff will administer medication as required and record all medications administered in the Medications Register. While on camps or excursions, staff administering medication will record details in the first aid book located in the first aid kit.
7. Parents are to collect medication from the College Office when it is no longer required.