



Catholic Schools Office  
Diocese of Broken Bay

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**MEDICATION POLICY  
FOR  
DIOCESAN SYSTEMIC SCHOOLS**

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**OPERATIONAL POLICY**

February 2006

**PURPOSE**

The purpose of this policy is to establish a framework and provide directions for the administration of medication to students enrolled in the Broken Bay Diocesan School System.

**POLICY FRAMEWORK**

The Diocesan School System acknowledges that the dignity, safety and well being of students are central to the Church's teaching. The Diocesan School System also recognises that it is responsible and accountable for ensuring the health, safety, privacy and welfare of students enrolled in our schools. It is also acknowledged that, arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of normal school activities. To meet its obligations the Diocesan School System is committed to:

- providing practical support for the parents/caregivers of students who require medication during school activities
- maximising the participation in school activities of students who require medication or special procedures for managing a health condition
- optimising the health, safety and wellbeing of students

**POLICY CONTENT****Definition**

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

**POLICY RESPONSIBILITY****Responsibilities of parents**

Parents are responsible for:

- obtaining the relevant medication forms from the school and arranging for their completion and return
- providing the medication in the original labelled container to the nominated staff member
- ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription indicating name of student, condition for which medication is required and guidelines for administration



## Responsibilities of school

The school is responsible for

- informing the school community of school procedures for the administration of medication and the management of health conditions
- providing parents with relevant medication forms for completion
- providing information to and training for staff on the administration of medication for the health conditions where parents have notified the school
- developing a management plan (in consultation with parents) for students who require long term medication or management of a health condition at school
- developing a safe system for the storage and administration of medication including appropriate records
- developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy
- following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition
- reminding students (where necessary) about taking medication

## LINKS TO OTHER POLICIES AND SUPPORT DOCUMENTS

Guidelines for Administering Medication in Schools, Catholic Schools Office, Diocese of Broken Bay

Letter of Explanation to Parents [sample]

Medication Forms 1-6 [samples]

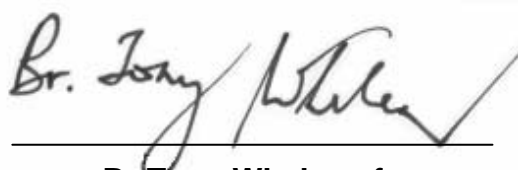
Privacy Policy for Diocesan Systemic Schools

## POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once in every three years from the date of implementation.

## POLICY DATES

Date of development	July 2004
Date of implementation	July 2004
Revised and confirmed	February 2006
Date of next review	February 2009



**Br Tony Whelan cfc**  
Director of Schools

Catholic Schools Office Diocese of Broken Bay