



EMMAUS
CHRISTIAN SCHOOL

WH&S Policy 3-6
Student Medication

Updated
August 2017

Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

WH&S Policy 3-6

Student Prescription Medication

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Version History

Version	Date	Notes
1.0	Aug 2016	Prepared by CEN HUB for ECS WH&S Committee
1.1	March 2017	Reviewed & updated by Exec Team, editing by W. Morris
1.2	August 2017	AUTHORISATION TO ADMINISTER MEDICATION FORM updated

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Relevant Legislation

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

1 INTRODUCTION

Students who are unwell short-term, or suffering some condition that requires regular medication, must have that medication administered during the school day to avoid further absenteeism. Part of the school's duty of care is to assure parents that their child's medication needs will be met. Prescription medication is administered only according to doctor's directions; and by trained First Aid providers.

2 CHRISTIAN RATIONALE

The school recognises that it offers a ministry of care, not only to comfort and care for students when they are ill; but also to reassure parents that their child's health is well-managed while they are at school. Students receiving medication through the school allows staff to exercise additional oversight and pastoral care, especially for younger students who may require more support at that time. It is an extension of the calling of the school to nurture young people, and demonstrate the love and compassion of God.

Just as a nursing mother cares for her children, so we cared for you. Because we loved you so much, we were delighted to share with you not only the gospel of God but our lives as well. 1 Thessalonians 2:7-8.

3 PURPOSE OF THIS DOCUMENT

This document sets out the policy and procedures of Emmaus Christian School ('the School') in relation to the safe handling and administration of medications required by students during school hours.

It relates to covering both on-campus and off-campus education activities.

4 WHO MUST COMPLY

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Business Manager	
Ensure procedures for secure storage and administration of students' medication	Student Medication forms; this document
Front Office Staff	
Ensure parents complete <i>AUTHORISATION TO ADMINISTER MEDICATION FORM</i> on how the student's medication will be administered	Student Medication forms
Receive the student's medication from a parent, ensure it is clearly labelled, and store it in the medication storage area	Student Medication form & labeled medication
Administer medication to student according to management plan	Medication log
Notify appropriate staff members if a parent informs the staff member that their child is to self-medicate	Email
Parents	
Complete <i>AUTHORISATION TO ADMINISTER MEDICATION FORM</i> ; & provide medication	Student Medication forms
Students	
Fulfil obligations according to the medication management plan	Medication log
Staff	
To notify the Front Office Staff if correspondence is received from a parent about a student self-medicating	Email
EXCURSIONS: Ensure medication is packed and know what to do during an emergency (ie have read the Medication Management Plan)	Risk assessment

5 DEFINITIONS

The following terms have the defined meanings for this document:

Medication – Medicine prescribed by, or used on the advice of, a medical practitioner.

Medication Officers – Front office staff who have current First Aid certificates.

Student Medication Plan – A written plan for administering a student's medication during school hours, agreed to by the student, their parents and front office staff.

6 POLICY

- (a) Where a student needs to take prescribed medications during school hours, Emmaus Christian School Canberra will organise with the parents to manage or monitor that process on their behalf.
- (b) The student will be given as much responsibility as possible for the process.

7 PROCEDURES

7.1 Medication Plans

- (a) The student's parents shall complete a *AUTHORISATION TO ADMINISTER MEDICATION FORM*, confirming the need for medication during school hours, and providing details on how their child's medication will be administered.
- (b) Students with significant ongoing medical needs shall have a **Medical Plan** formulated on the advice of the treating doctor, and developed in collaboration with the student (if age appropriate), their parents and the school.

7.2 Administering Medication

- (a) Where a student is capable of administering the medication responsibly themselves, they must do so, after parents have provided a written consent to the school.
- (b) Where a student is unable to administer the medication responsibly themselves, Front Office staff shall do so.
- (c) Front Office Staff shall note the time and dose of medication administered, on the Medication Log.

7.3 Supply of Medication

A parent shall provide the student's medication. All medications will be:

- correctly labelled in original packaging
- not out of date
- accompanied by any additional information or instructions from the medical practitioner, as agreed in the student's medication management plan.

7.4 Storage of Medication

Front Office staff will place the medication in the designated storage area in the Office, or in the refrigerator if required.

7.5 Medication Officers

Front Office staff administering medication shall have a current First Aid certificate.

7.6 Asthma (and Asthma puffers)

A puffer for students who require them is to be kept in the front office.

A second puffer, for Primary Students, may also be kept in classrooms, when requested by parents or with notification to the parent/s as a student is using it regularly (eg. a daily basis)

When a puffer is kept in the classroom the expectation is:

- The puffer is kept in a secure location that is not accessed by students
- The use of the puffer is monitored by the classroom teacher and recorded each time it is used (time and number of puffs) on Denbigh, in the students file (under Medical Info: Medical chart)
- It is the teachers responsibility to collect the puffer from the child after use and return it to the secure location
- *NB: Students are able to take the classroom puffer to fitness/sport on the school premises – with the expectation that the teacher must monitor and log use*
- *When leaving the school premises for excursions/camps, puffers from the Front Office are to be taken, and returned upon return to the school*

8 AUTHORISATION TO ADMINISTER MEDICATION FORM

NOTE: Students with Asthma or Anaphylactic conditions need to provide a separate Medical Plan.

My Child _____ of Year ____, is currently suffering from _____.

I/We authorise the staff at Emmaus Christian School to administer the following medication:

Name of Medication:	Is this a prescription medicine? Yes / No
How medication is to be administered:	
Is there any flexibility allowed in this timing?	
Dosage:	
Any special storage requirements:	
Start Date:	End Date:
Unused or expired medications will be disposed of by the school after this end date.	

Parent/Guardian Name

Signed

Date

Office Use: For PRESCRIPTION MEDICINES please check the following (circle)

Is in Original packaging? Yes

Child's name on the label? Yes

Is it in date? Yes

Has the dose details Yes

Entered on Denbigh? Yes

Has the Doctors details? Yes