



# *St Benedict's Catholic College, Oran Park*

## *Dispensing Medication Policy*

### POLICY STATEMENT

At St. Benedict's Catholic College we recognize that some students have medical conditions which require the administering of medication whilst at school. Given the possible effects on an individual of some medications, there is a need to follow strict guidelines and procedures to ensure the safety of all students.

### GUIDELINES

1. A 'Request to Administer Medication Form' must be completed by a parent/guardian and returned to the front office.
2. School staff will only administer prescription medication that:
  - a. Has been prescribed by a qualified medical practitioner (e.g. doctor, dentist)
  - b. Is in its original container
  - c. Has an attached pharmacy label to the container
  - d. Has been delivered to the school by the parent/carer and is accompanied by a completed 'Request to Administer Medication Form'
3. School staff will only administer Over-The-Counter medication that:
  - a. Is in its original container
  - b. Has been delivered to the school by the parent/carer and is accompanied by a completed request to Administer Medication Form including the signature and stamp from a qualified medical practitioner
4. All medication is to be supplied in a container clearly outlining the student's name, name of medication, dosage, time to be administered.
5. The office shall keep a register of medication dispensed which must be signed by the student when medication is taken (including date, student's name, name of medication, and time).
6. It is the responsibility of the parent/guardian to keep the school informed of any change to medication, which must be in writing.
7. In the case of asthma, the school will keep an emergency supply of asthma puffers on hand, although it is expected that students carry their own asthma puffer.
8. Any medication supplied by families that has expired will be disposed of within 10 days, unless the medication is collected by a parent/guardian/carer.

### BASIS OF DISCRETION

The Principal has the right of discretion to make provision for departure from the policy in the event of unforeseen or exceptional circumstances or under the direction of 000.

### SUPPORTING DOCUMENTATION

CEODOw - Dispensing Medication Policy

### POLICY RELEASE DETAILS

<b>Reviewed by</b>	Policy Committee	<b>Review Date</b>	10/10/2018
<b>Approved by</b>	Michael Hanratty	<b>Approval Date</b>	10/10/2018
<b>Evaluation</b>	3 years - 10/10/2021		



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### **Access**

Internal - Staff Handbook, Staff Server

External - SBCC Website

Date of Implementation 31/1/2019

Principal .....

Date: .....