

Administration of Medication

Many students attending school need medication to control a health condition. TLCC has the following processes in place regarding the management of prescribed and non-prescribed medication for students at the College and at school-related activities including camps. These processes include scheduled medication and medication taken under spontaneous circumstances (for example, in the case of asthma attacks).

Responsibilities regarding the administration of medication

Staff are responsible to:	Staff are <u>NOT</u> responsible for:
<ul style="list-style-type: none"> • Ensure the student’s identity matches that on the paperwork and medication label. • Ensure the student receives their proper dose by the indicated method (i.e., orally, inhaled) at the correct time of day. • Keep a record of medication administered in Edumate (our student management system) and send a notification to the student’s Parents or Caregivers at the end of the school day. • Check medication expiry dates and notify Parents and Caregivers when required. • Monitor how much medication is available at the school and notify Parents and Caregivers if a resupply is needed. • Seek permission from a Parent or Caregiver prior to administering non-scheduled medications such as paracetamol and antihistamines. 	<ul style="list-style-type: none"> • Interpreting behaviour in relation to a medical condition. • Monitoring the ongoing effects of medication. • Administering the first dose of a new medication at school, in case of an allergic reaction. • Allow the use of medication by anyone other than the prescribed student.

Parents and Caregivers of enrolled students undertake to:

- Keep the College informed of the student’s current medical conditions.
- Keep the College informed of any changes to the student’s medical condition.
- Provide the College with an appropriate medical history.
- Provide the College with any individual management plans relating to the student’s medical condition (for example, an Asthma, Allergy, or Anaphylaxis Action Plan, etc.).
- Complete an Administer Medication Request Form prior to the medication start date and at the beginning of each calendar year. Please contact the College Office for this request form.
- Deliver medication with the appropriate medicine cup or syringe marked with the correct measurements (as required) to the College office where it will be registered, and the details confirmed.
- Resupply expiring medication prior to the printed expiry date – **expired medication cannot be given.**

- Paracetamol for students under 12 is not kept on the premises. If you require staff to administer this medication at any time, please request and complete an Administer Medication Request form and supply the appropriate medication to the College.

Enrolled students undertake to:

- Attend the office at the appropriate time of day to take medication.
- NOT carry medication in their bags to self-administer during the day – unless authorised by the Principal.

Storing Medication at the College

To assist in the safe storage and administration of medication at the College, all medication (prescribed and non-prescribed) must:

- Be in its original bottle or pack.
- Be labelled with a printed pharmacy sticker detailing the student's name and the dosage instructions (even if it is an over-the-counter medication).
- Be within the printed expiry date.

Self-Administering Medication

The College in consultation with the Parent or Caregiver and the student's medical/health practitioner will consider the age and circumstance by which the student could be permitted to self-administer medication.

Questions or Updates Regarding your Student's Medication:

If you have any questions regarding the medication your student is currently taking at the College, please call or email the Office.

✉ office@thelakescc.nsw.edu.au

☎ 02 4708 9800

If there are any updates to your student's medical condition or the medication they are taking at the College, please email the Office. Please note, you may be required to complete another Administer Medication Request Form.

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