



DISPENSING MEDICATION POLICY

Arising from the duty of care that De La Salle Senior College, Cronulla shows to its students, there will be occasions when the administering of medication is necessary to support students during the course of a normal school day or in school activities outside of normal school hours. However, parents/caregivers are discouraged from providing children with medication at school, unless on doctor's advice. In most cases medication can be administered before and after school whilst in the care of the parents/caregivers.

Where it is necessary for children to take medication whilst at school parents/caregivers must ensure:

- A letter is sent from the parents/caregivers outlining the student's name, details of the illness, name of medication, frequency of administration and any other requirements.
- The letter goes to the Year Coordinator who signs the letter. A copy of the letter is kept with the office and the original goes to the student's file.
- The Medication must be supplied to the office in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and the prescribing doctor's name.

It is the student's responsibility to come to the office to take the medication. No member of staff will administer medication to a student. A staff member should, however, be present when a student is taking the medication.

Children who suffer from Asthma and may need medication are encouraged to have puffers with them.

Students taking medication over a longer period of time under supervision, will have a letter sent confirming the agreed details and outlining it is the student's responsibility to come to the office to take the medication.

Note that students who wish to access pain relief medication (Panadol, etc) must report to Student Services where the Office staff will contact parents before dispensing medication. The Student Diary has a section that parents may complete and sign which will indicate that they agree to their children being given pain relief medication as needed throughout the year. A record of the medication dispense is kept in the School Office.

I have read the Dispensing Medication Policy on the College website and agree for my child

_____ to access pain relief medication as needed throughout the year.

Parents Signature _____

Date _____



DISPENSING MEDICATION POLICY

(Students with Allergies)

RATIONALE:

De La Salle College, Cronulla recognises that some students have allergies which, in some cases, maybe life-threatening. In case of students with anaphylaxis, the College will make efforts to reduce the risk of exposure to allergens where possible. However, it is not possible to create an environment which is completely free of allergens, so measures must be taken to keep our students as safe as possible.

STATEMENT OF PURPOSE

The highest priority within the College is to provide a safe learning environment for our students. With this in mind, this policy outlines procedures for managing students with allergies.

GUIDELINES

Procedure for students with allergies

- All students with severe allergies should have a current action plan completed by their family doctor or specialist. This plan should be updated regularly. It is the responsibility of parents to inform the school if there are any changes to this management plan.
- It is the responsibility of the student to make sure medication is available at sport, excursions or any other time they leave the school grounds. This can be given to the supervising teacher.

Procedure for students with anaphylaxis

- All students with life-threatening allergies (anaphylaxis) should have a current action plan completed by their family doctor or specialist. This plan should be updated regularly. It is the responsibility of parents to inform the school if there are any changes to this management plan.
- The staff area should have an anaphylaxis action plan in clear view.
- Staff will be made aware of any students with life-threatening allergies.
- It is the responsibility of students to carry their Epi-Pen with them. When on the oval or in the hall student's must leave their bags under the First Aid sign.
- The Epi-Pen should be in the front pocket of their schoolbag. We recommend that this be kept in a protective case. The schoolbag should be labelled clearly with the student's name so that it can be located quickly in an emergency. A red tag will be placed on the bag to assist location.
- Because of potential delays in administering the adrenaline in case of an attack of anaphylaxis, the College cannot accept responsibility for storing Epi-Pens in the office or classroom.
- It is the responsibility of the student to ensure that the Epi-Pen is carried to sport, excursions and any other school activities and kept in a place which is easily accessible.
- When the student will be attending activities where food is provided, parents will be asked to contact the College so that appropriate food can be provided where possible. In some cases, it may be necessary for students to bring their own food if food that is free of the allergen cannot be guaranteed.
- All parents of students with life-threatening allergies will be made aware of this policy.