



**ST DOMINIC'S
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE

inspiring confidence

ST DOMINIC'S PRIORY COLLEGE

STORAGE AND USE OF MEDICATIONS POLICY

LAST REVIEW DATE	NEXT REVIEW DATE
August 2024	August 2028
RESPONSIBLE OFFICER	College Principal

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We acknowledge St Dominic's Priory College is situated on Kurna Land and we pay our respects to Elders past, present and future.



PREFACE

MISSION

A Catholic College educating girls in the Dominican tradition.

VISION

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

VALUES

As a Dominican community we value:

- A sense of the sacred; joyful, eucharistic and reflective.
- A love of learning through creative and critical thinking.
- Modelling a Eucharistic community as the basis for transformation.
- Teaching the truth, by word and example.

Further information about the College's principles and objectives can be found within the [2021 – 2025 Strategic Plan](#).

GOVERNANCE

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College, an independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the *Corporations Act 2001 (Cwlth)*. The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

For more information about DEA visit: <https://dominicaneducationaustralia.com/>

CHILD SAFE

We are a Child Safe employer and are committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures.

To read the College's **Safeguarding Commitment Statement** in full, and access *College Policies, Procedures* and other resources, please [click here](#).

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1. PURPOSE AND SCOPE

- 1.1 This policy applies to all staff, including casual relief staff and volunteers at St Dominic's Priory College ('the College'), as well as all parents/guardians of students who require medication to be administered during the school day or during school activities. This policy applies to students who require medication to be administered at school or during school activities.
- 1.2 The Policy extends to all school activities, including curriculum extension activities, out of normal school hours, official school functions, and includes travelling to and from school.

2. RATIONALE

- 2.1 The College is committed to fulfilling their duty of care in the provision of an adequate service in storage and use of medications. This policy aims to safely manage the provision of medication to students while at school or a school activity. The Policy is committed to ensuring the health of students and the good management of medications. The College understands that students may need to take medication at school or during school activities. To support students to do so safely, the College will follow the procedures set out in this policy.

3. DEFINITIONS

3.1 ILLNESS

Any sickness and/or associated symptoms that affect the child's normal participation in the activities or program whilst at school.

3.2 INJURY

Any harm or damage to a person.

3.3 MEDICATION

Prescribed and non-prescribed e.g. ventilator, syrup or tablet.

3.4 PRESCRIBED MEDICATION:

Medication that is -

3.4a authorised by a health care professional

3.4b dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

3.5 NON-PRESCRIBED MEDICATION:

Over-the-counter medication including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional.

3.6 MEDICATION RECORD:

Contains details for each child to whom medication is to be administered. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication.

4. POLICY STATEMENT

- 4.1 St Dominic's will provide a safe and healthy environment for all children, educators, and staff by ensuring that reasonable care is taken and appropriate processes are in place when administering all medications in the school environment.
- 4.2 The College will respond immediately to the needs of a child who is ill or becomes ill and ensure safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

5. ROLES AND RESPONSIBILITIES

The College medication management includes:

- 5.1 Protecting student privacy and confidentiality
- 5.2 Meeting a duty of care by assisting students to take their medication where appropriate
- 5.3 Ensuring all medication is:
 - 5.3a in its original container and bears the original label with the name of the student and information on the dosage and time to be administered
 - 5.3b accompanied by written directions outlined by the medical practitioner
 - 5.3c within its expiry date
- 5.4 Requiring that parents/guardians notify the school in writing when medication is required to be taken during school hours or during school related activities, at the time of student enrolment at the school.
- 5.5 Parents/guardians providing the school with current medical information as it becomes available.
- 5.6 When administering medication, the College will ensure that the correct student receives the proper dose of the correct medication, that a record of the administration is kept in a log and that the student's teacher is notified if they are taken out of class.
- 5.7 If an error is made and a student incorrectly takes medication, the College must follow the procedures set out in this policy.
- 5.8 The College will outline the school's processes and protocols, and ensure they are communicated to the school community.
- 5.9 The College will ensure teachers fulfil their duty of care by assisting students to take their medication where appropriate.
- 5.10 The College will encourage parents or guardians to consider whether they can administer medication outside the school day, such as before and after school.

6. ADMINISTERING MEDICATION

- 6.1 When administering medication, the principal, or their nominee will ensure that:
- 6.1a** The correct student receives their correct medication in the proper dose via the correct method (such as inhaled or orally) at the correct time of day.
 - 6.1b** A medication log is kept of medication administered.
- 6.2 It is not the College's role to monitor the effects of medication or interpret behaviour in relation to a medical condition. However, College staff will seek emergency medical assistance if they are concerned about a student's behaviour following medication.
- 6.3 A medication register will be used by the person administering the taking of medication. Good practice is to have two staff members:
- 6.3a** Supervising the administration of medication
 - 6.3b** Checking the information noted on the medication log.
- 6.4 The College will not:
- 6.4a** Store or administer painkillers such as aspirin and paracetamol as a standard first aid strategy
 - 6.4b** Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the parent or carer, or health practitioner.
 - 6.4c** Allow the use of medication by anyone other than the prescribed student.
- Note: Only in an emergency situation could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.
- 6.5 Over-the-counter medications (including paracetamol) require a medication authority form, even if the student is carrying or self-administering their medication.

7. SELF ADMINISTRATION

- 7.1 The College will consult with parents or guardians, to determine the age and circumstances in which the student could self-administer their medication.
- 7.2 The College will obtain written permission for the student to carry their medication, from the medical or health practitioner, or the parents or guardians.
- 7.3 At the principal's discretion, students can carry their own medication with them, preferably in the original container or packaging, when:
- 7.3a** The medication does not have special storage requirements, such as refrigeration.
 - 7.3b** doing so does not create potentially unsafe access to the medication by other students.

8. STORING MEDICATION

The College will take steps to ensure:

- 8.1 Stored medication is within its expiry date.
- 8.2 The quantity of medication available does not exceed a week's supply, except in long-term continuous care arrangements.
- 8.3 Medication is stored:
 - 8.3a According to the product instructions, particularly in relation to temperature.
 - 8.3b Securely, to minimise risk to others.
 - 8.3c In a place only accessible by staff who are responsible for administering the medication.
 - 8.3d Away from the classroom.
 - 8.3e Away from the first aid kit.

9. MEDICATION ERROR

If a student takes medication incorrectly the College will respond in the following way:

- 9.1 If required, follow first aid procedures outlined in the:
 - 9.1a student health support plan, or
 - 9.1b anaphylaxis management plan.
- 9.2 Act immediately, such as calling an ambulance (on 000) if judged as necessary.
- 9.3 Contact the parents or guardians or the emergency contact person to notify them of the medication error and action taken.
- 9.4 Review medication management procedures at the school in light of the incident.

10. REVISION RECORD

Document Title	Storage and Use of Medications Policy					
Document Type	Policy					
Document Date	August 2024					
Process Owner	College Principal					
Contact	Dr. Helen Steele (hsteele@stdominic.sa.edu.au)					
Approval Authority	College Leadership					
Review Date	2024; 2028					
Distribution	Website	<input checked="" type="checkbox"/>	SEQTA	<input checked="" type="checkbox"/>	Sharepoint	<input checked="" type="checkbox"/>
History	Edition	Date	Description of change			
	1.0	2024	Drafted			