Illness Policy

If a student becomes ill or suffers an injury at school a teacher is to be informed. The teacher will arrange for the student to be taken to the office where he will be placed in the First Aid room. The college secretary will notify the parents who will be asked to take their son home or to a doctor. Any medication (e.g. Panadol) may only be given with permission of a parent/guardian.

The school does not have the facility to care for sick children, it is therefore inadvisable to send sick children to school as parents may be asked to come and take them home.

Policy: Student Medication

Introduction

As part of our duty of care to our students, the College accepts its responsibility to ensure students can safely access required medications when necessary.

Objectives

- To keep medications secure from other students
- To give students supervised access to required medications
- To dispense medications responsibly and in accordance with medical directions and parental directions
- To document the above process transparently and in accordance with legal requirements

Principles

- The parent/guardian completes a “Student Medication Form” when the need arises to take medication during school hours
- This completed form and the medication are taken to the First Aid room and handed directly to the supervising staff member
- The student has written notification in his diary of the need to leave the classroom (if required)
- The student attends the First Aid room when the medication needs to be taken and reports to the First Aid staff member
- Under their direct supervision, the medication is dispensed and taken by the student
- The staff are under no obligation to notify the student when medication needs to be taken – the onus is on the student to attend
- The First Aid staff member writes the dose and time the medication is taken in the appropriate records
Implementation

i) Principal commitment

The Principal is responsible for ensuring that:

- That the objectives of this policy are integrated into practice.

ii) Staff commitment

First Aid staff are responsible for:

- Ensuring that the “Student Medication Form” is complete, recorded and kept with the medication
- Ensuring that the student takes the prescribed dose in accordance with the instructions of the doctor and parent
- Recording the details when any medication is dispensed and taken

All staff are responsible for:

- Allowing students to leave class to take medication when necessary
- Homeroom staff are responsible for the delivery of medication when on camp.