Appendix Q – Student Medication Policy

Introduction
The King David School is committed to the health, safety and wellbeing of all its students. This Policy is intended to reflect the following principles:

➢ Students who are experiencing temporary illness should generally not be sent to school.
➢ Junior and Middle School students are not to be given responsibility for storing or administering their own medication.
➢ Senior School students are encouraged to be responsible for their own medication needs.
➢ The School will only become involved in the ongoing medical care of students following consultation between parents and Head of School / Year Level Coordinators.

This Policy is divided into three parts: prescribed medication (not including herbal preparations); non-prescribed medication brought to school by a student, non-prescribed medication given to a student by the School.

In this Policy:
“Prescribed medication” means medication that can only be obtained from a pharmacy on presentation of a prescription from a doctor.

“Non-prescribed medication” means medication that can be obtained without prescription. It does not include items such as throat lozenges, but does include items such as Panadol (or generic brands), Aspirin, and Ventolin and herbal preparations.

Prescribed Medication

(a) Where students in Junior and Middle School require prescribed medication at School:
   (i) The parent must inform the class teacher of the type and quantity of the prescribed medication, through the appropriate form.
   (ii) The parent must deliver the medication to the class teacher in person.

(b) In the Senior School (yrs 9-12) where a student is required to have prescribed medication at school:
   (i) The student must inform the Year Level Coordinator of the type and quantity of the prescribed medication in the possession of the student, through a signed note from a parent which will be stored with the student’s medical form.
   (ii) The student should have at school no more medication than he/she needs for that day.
   (iii) The student must store the prescribed medication securely in his/her locker.

(c) In circumstances where parents request the School to store and/or administer a student’s prescribed medication:
   (i) Parents must make a written request by completing the ‘Student Medication Form’.
   (ii) The Student Medication Form will indicate by whom the medication will be stored and/or administered. Responsibility for medication will generally be taken by the Campus First Aid Officer.
(iii) The administration of the prescribed medication will be recorded in the School’s medication register and in the student’s diary.

(d) In the absence of prior arrangement, the School cannot store prescribed medication on behalf of a student.

(e) Where the administration of prescribed medication requires the use of special equipment, the student’s parents will at all times be responsible for the maintenance and good order of that equipment.

(f) Where the administration of prescribed medication requires special training for School staff, the onus rests on the student’s parents to facilitate and, where necessary, finance that training.

(g) The School will not be responsible for ensuring that a student takes his/her prescribed medication.

Non-prescribed Medication Brought to School by a Student

(a) The bringing to school of non-prescription medication by students is discouraged. Where a student is unable to attend school without the aid of such medication, the student is discouraged from attending school.

(b) Where a student has a good reason for bringing non-prescribed medication to school, the student must:

(i) Inform the homeroom teacher or Year Level Coordinator of the type and quantity of the non-prescribed medication in her possession, through a signed note from a parent.

(ii) Store the non-prescribed medication securely in his/her locker.

(c) A student-s non-prescribed medication should generally include only mild analgesics, cold/flu, hay fever or asthma medication. A student should generally not have at school more than two tablets of any kind.

(d) In exceptional circumstances, parents may request the School to store and/or administer a student’s non-prescribed medication. In these circumstances:

(i) Parents must make a written request by completing the ‘Student Medication Form’ (Appendix A).

(ii) The Student Medication Form will indicate by whom the medication will be stored and/or administered. Responsibility for medication will generally be taken by the First Aid Officer.

(iii) The administration of the non-prescribed medication will be recorded in the School’s medication register and in the student’s diary.

(e) In the absence of prior arrangement, the School cannot store non-prescribed medication on behalf of a student.

(f) The School will not be responsible for ensuring that a student takes his/her non-prescribed medication.

Non-prescribed Medication Provided by the School to a Student

(a) The School will generally not provide non-prescribed medication to students. In exceptional circumstances, where the provision of a non-prescription medication may overcome the need for a student returning home, the School may, in its sole discretion, provide non-prescription medication to a student.
(b) Paracetamol may be provided by the School Office. Note however:

   (i) The School is under no obligation to provide a student with non-prescribed medication and does so in its absolute discretion.

   (ii) A student will only be provided with mild analgesics where consent has been obtained from a parent by telephone or fax.

   (iii) All non-prescribed medication administered to students must be recorded in the School’s medication register and in the student’s diary.

(c) Non-prescribed medication will only be administered by the Campus First Aid Officer.

**General**

(a) The bringing to school of any medication without permission or in any way in contravention of this policy is prohibited.

(b) Any arrangements entered into between the School and a family regarding the storage and/or administration of any medication that do not have an agreed termination date will lapse at the end of each year.

(c) Parents are at all times responsible for ensuring that prescribed or non-prescribed medication has not passed its ‘use-by’ date.

(d) In the interests of security and safety, Senior School students who have medication at the School must exercise discretion about that fact.

(e) Where a student has permission to have prescribed or non-prescribed medication at school and that student:

   (i) Demonstrates a lack of discretion in relation to that medication.

   (ii) Fails to store the medication securely, and/or

   (iii) provides medication to any other student, and/or

   (iv) in any way fails to comply with this policy.

Parents will be called to discuss managing the situation more effectively.