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MEDICATION POLICY

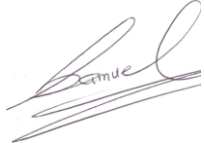
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Approved by: **EDUQUEST COLLEGE (PTY) LTD
(Governing Board)**

Date for Review: **08 January 2026**

Record of Policy Review:

Date Policy was Issued	Date of Next Review	Reason for Review
09 January 2024	08 January 2026 or as the need arise.	to ensure that the policy document remains up to date
Signature		

Purpose

To explain to parents/guardians, students and staff the processes EDUQUEST COLLEGE will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

Scope

This policy applies to the administration of medication to all students. It does not apply to:

- specialised procedures which may be required for complex medical care needs.

Policy

If a student requires medication, EDUQUEST COLLEGE encourages parents to arrange for the medication to be taken outside of school hours. However, EDUQUEST COLLEGE understands that students may need to take medication at school or school activities. To support students to do so safely, EDUQUEST COLLEGE will follow the procedures set out in this policy.

Authority to Administer

If a student needs to take medication while at school or at a school activity:

- Parents/guardians will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 1. the name of the medication required
 2. the dosage amount
 3. the time the medication is to be taken
 4. how the medication is to be taken
 5. the dates the medication is required, or whether it is an ongoing medication
 6. how the medication should be stored.

- In most cases, parents/guardians should arrange for written advice to be provided in an official letter head which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominated First Aid Officer) may agree that written authority can be provided by, or official medical practitioner form can be completed by a student's parents/guardians.
- The First Aid Officer may need to consult with parents/guardians to clarify written advice and consider student's individual preferences regarding medication administration.

Administering Medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/guardians need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/guardians who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or the nominated First Aid Officer) will ensure that:

1. Medication is administered to the student in accordance with directives from the Medical or Pharmaceutical Practitioner and that:

- the student receives their correct medication
- in the proper dose
- via the correct method (for example, inhaled or orally)
- at the correct time of day.

2. A log is kept of medicine administered to a student.

3. Where possible, two staff members will supervise the administration of medication.

4. The teacher in charge of a student at the time their medication is required:

- is informed that the student needs to receive their medication

- if necessary, release the student from class to obtain their medication.

Self-Administration

In some cases, it may be appropriate for students to self-administer their medication. The First Aid Officer may consult with parents/guardians and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the First Aid Officer decides to allow a student to self-administer their medication, the school may require written acknowledgement from the student's medical/health practitioner, or the student's parents/guardians that the student will self-administer their medication.

Storing Medication

The Principal (or their nominated First Aid Officer) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, EDUQUEST COLLEGE will store student medication in the medication cabinet in the Sick Bay

The Principal may decide, in consultation with parents/guardians and/or on the advice of a student's treating medical/health practitioner:

- to allow the student to carry their own medication with them, preferably in the original packaging if:
- the medication does not have special storage requirements, such as refrigeration
- doing so does not create potentially unsafe access to the medication by other students.

Warning

EDUQUEST COLLEGE will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- 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 student's parents, guardians or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Call the Poisons Information Line or emergency line and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling the emergency help line or Ambulance if advised to do so.
4.	Contact the student's parents/guardians or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

Communication

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website www.eduquestcollege.co.za
- Made available in hard copy from school administration upon request