



**MINARAH**  
RABBI ZIDNI ILMA

# Medication Policy

February 2024

# Purpose

This Policy outlines the procedures involved in regard to students requiring medication. It outlines the processes involved in regard to administering medicines for students at Minarah College.

<b>Date of last review:</b>	February 2024	<b>Author:</b>	Principal/s
<b>Date of next review:</b>	February 2025	<b>Owner:</b>	Principal/s
<b>Type of policy:</b>	State-wide (DoE) Tailored by school	<b>Approval:</b>	School Board
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## Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input type="checkbox"/> Monitoring, Reporting and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input checked="" type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input checked="" type="checkbox"/> Our People	

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## 1.0 Purpose

Many children are required to take daily medication and some emergency medication. Our college recognises a duty of care to students and the benefit of continual attendance at school. Arising from the duty of care that schools owe to their students, during the course of a normal school day or in school activities outside of normal school hours. This Policy outlines the general procedure in relation to dispensing medicine at Minarah.

## 2.0 Guidelines

1. No staff member at the school is to administer medicine of any type.
2. All medication is to be handed in to the office.
3. Parents are required to contact and notify the office through signed consent forms if their child is taking regular medication.
4. Parents will be responsible for dispensing medicine themselves at regular intervals. Parents should be discouraged from providing children with medication at school, unless on Doctor's advice.
5. Parents are regularly informed of the school's policy regarding the administration of medication.
6. Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from their parents.
7. A letter is sent to all parents requesting for student details regarding medical conditions, allergies and special conditions, allergies and special conditions to be updated at the beginning of each school year. Action Plans are sought for medical conditions and allergies.
8. Children who are unwell should not attend school.

## Document Control

<b>Publication date:</b>	February 2021	<b>Review Date:</b>	February 2024
<b>Version number:</b>	v1.3		
<b>Applies to:</b>	All Minarah Staff and students		
<b>Responsible Review Officer:</b>	Principal/s		
<b>Approved by:</b>	Minarah Board	<b>Meeting Date:</b>	

## Revision History

Version	Revision Description	Revised By	Date
v1.0	Authored	Jay Halai	February 2021
v1.1	Template Change and NESAs requirements added	Jay Halai	February 2022
v1.2	Template Change	Saireen Hussain	February 2023
v1.3	Review	Samina Ali	February 2024