

OPAC MEDICATION AUTHORITY FORM 2021

Dear Parent/Carer

Oran Park Anglican College has a First Aid that is committed to looking after the health and wellbeing of all students at the College. **Sick Bay is located within Student Services (C Block).**

We ask that parents/carers assist in partnering with our sick bay to provide a safe and secure environment for our College community.

MEDICATION

All staff within Student Services are experienced and trained in the delivery of medications with protocols in place in accordance with NSW Health Regulations for safe storage and administration.

No student is to carry medication within their College bags. Medication is to be given to the Student Services or the Front Office before the school day begins. The medication will be stored securely, and the student can take their medication in Sick Bay at the required time. If required, medication can be collected from the Sick Bay at the end of the College day.

Exceptions to this are Asthma preventative medications which may be kept with the student with permission and EpiPen's in Senior School may be kept with the student. EpiPen's in Junior School may be kept with the teacher in the classroom.

All medication must be provided in original packaging and must be in expiry date. If a prescribed medication, the packaging must include a pharmacy label bearing your child's name as well as batch number. Please note that medication strips, loose tablets supplied without original packaging or any medication outside the expiry date cannot be given.

MEDICATION AUTHORITY - GENERAL MEDICATION

The **OPAC Medication Authority- 2021** form is to be completed for all medication your child is to receive whilst at College. This is for all pharmaceuticals including pain relief (Paracetamol and Ibuprofen), Asthma preventatives, EpiPen's etc.

Medication Authority forms are available on the College website or can be obtained from Student Services or Parent Reception. They are to be returned to Student Services. Without this form, treatment for your child may be delayed as we seek to gain consent from a Parent/Carer.

MEDICATION AUTHORITY - SCHEDULED MEDICATION

Student Services staff can support your child's treatment by administering scheduled medication. These are medications given in the short term e.g. antibiotics, or long term e.g. medical management. A parents/carers request for these medications must be in writing on the **OPAC Scheduled Medication Authority - 2021** form with clear dosing and storage instructions.

All medications are to be co-signed into the College by a parent and staff member. If you send medication with your child to hand in, please contact the College to inform that this is happening. The medication will then be co-signed with an additional witness. When the medication is ceased, or at the end of the College year, the remaining amount will be returned.

COMMUNICATING WITH THE HEALTH CLINIC

We are happy to assist you with any enquiries regarding your child's health needs.

- Email: studentservices@opac.nsw.edu.au
- Phone: 4604 0000
- In person, at the Student Services or Front Office

Please note: A new permission form is required every year. Complete one form per child.

Yours Sincerely

Student Services

ORAN PARK ANGLICAN COLLEGE

60 Central Avenue, Oran Park T 4604 0000 E admin@opac.nsw.edu.au W opac.nsw.edu.au

A school within The Anglican Schools Corporation



OPAC DAILY MEDICATION REQUEST 2021

Medication MUST be provided in its original packaging, labelled with the student's name and batch number.

Please indicate the length of time this medication is to be given:

☐ **Short term medication request**

☐ Until medication provided is finished **OR** ☐ Specific number of days: start date: end date:

☐ **Long term medication request** - will lapse on 8th December 2021.

STUDENT DETAILS		
First Name:	Surname:	Class:
Known medical condition/s:		
Medication allergy:		

MEDICATION PROVIDED BY PARENT/CARER	
Medication name:	Dose to be given:
Reason for medication:	Time to be given:
Specific instructions:	

MEDICATION PRESCRIBED BY	
Name of prescribing Doctor:	Date prescribed:
or <input type="checkbox"/> Medication initiated by Parent/Carer	or <input type="checkbox"/> Medication initiated by Pharmacist

MEDICATION STORAGE		OPAC STAFF USE ONLY
Medication to be stored:	After school, medication will be:	<input type="checkbox"/> cupboard <input type="checkbox"/> S8 / S4 safe
<input type="checkbox"/> Fridge	<input type="checkbox"/> Left in Sick Bay	Notes:
<input type="checkbox"/> Room Temperature	<input type="checkbox"/> Collected by parent or student	
<input type="checkbox"/> Storage overnight	<input type="checkbox"/> Sent to OOSH	

SIGNED CONSENT		
I understand that Oran Park Anglican College accepts no responsibility for any complication arising from the administration of these medications, for which I have given authority to be given on my behalf. I release the College from and will indemnify the College in respect to any claim my child may have against the College out of complications suffered by my child as a result of such administration of these medications. I understand it is the responsibility of the Parent/ Carer to advise OPAC when the medication is changed and/or no longer to be given.		
Parent/Carer signature:	Date:	Staff Member signature:

OPAC STAFF USE ONLY	
Medication request received:	<input type="checkbox"/> In person <input type="checkbox"/> Email <input type="checkbox"/> Verbal
Medication ceased date:	Request to cease received: <input type="checkbox"/> As per form <input type="checkbox"/> Written <input type="checkbox"/> Verbal
Medication returned and co-signed:	<input type="checkbox"/> Direct to parent <input type="checkbox"/> With student

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MEDICATION SAFETY PROCEDURE

PLEASE RETAIN THIS INFORMATION AT HOME FOR YOUR REFERENCE



MEDICATION SUPPLIED MUST

- Be in original packaging
- Be within the expiry date
- Be labelled with your child's name
- Include written instruction indicating dose and time to be given



ALL MEDICATION MUST BE GIVEN TO STUDENT SERVICES

- Medication cannot be kept in school bags
- Medication cannot be kept by students
- Loose tablets and medication without packaging cannot be given



MEDICATION ADMINISTERED

- Will be given and logged by a Staff Member in Edumate
- Will be stored safely in Student Services

Medication must be supplied by Parent/Carer -
The College does not store medication and pain relief for general use.

Medication Administration forms can be found on the OPAC website or obtained from Student Services or the Front Office.