UPDATING MEDICATION

Why you need to update your child's Medications via Parent Orbit

Temple Christian College is no longer able to administer medication of any kind to students, unless an authorised **Medication Agreement** is in place. (This excludes emergency medication).

Important Note: Medication includes **paracetamol and antihistamines** which can only be administered if the school receives approval from a Doctor/GP via the TCC Medication Agreement Form and boxed medication.

This policy applies when students are attending one of the following:

ONSITE AT SCHOOL

ON AN EXCURSION

AT A SCHOOL EVENT

ON A SCHOOL CAMP

What to do if your child needs medication

A Medication Agreement Form must be completed and provided to the school for every medication (as per the **TCC Student Medication Policy**) that is required for every child attending Temple Christian College.

This includes:

- Prescribed (whether authorised by a medical professional, pharmacist or purchased across the counter).
- Non-prescribed.
- Analgesics such as paracetamol.
- Other agents used for pain management.
- Antihistamines used in the treatment of allergies
- Medicated creams (including medicated moisturiser)
- Alternative therapies (vitamins, minerals, supplements)

UPDATING MEDICATION

How to access and complete a Medication Agreement Form

A paper copy of the Medication Agreement as pictured alongside, is required to be manually completed by a parent/caregiver and authorised by a registered health professional (one for every medication required).

To access the Medication Agreement Form, you can:

Download and Print

Download the PDF via the TCC website as per the link below and print as many copies as you need.

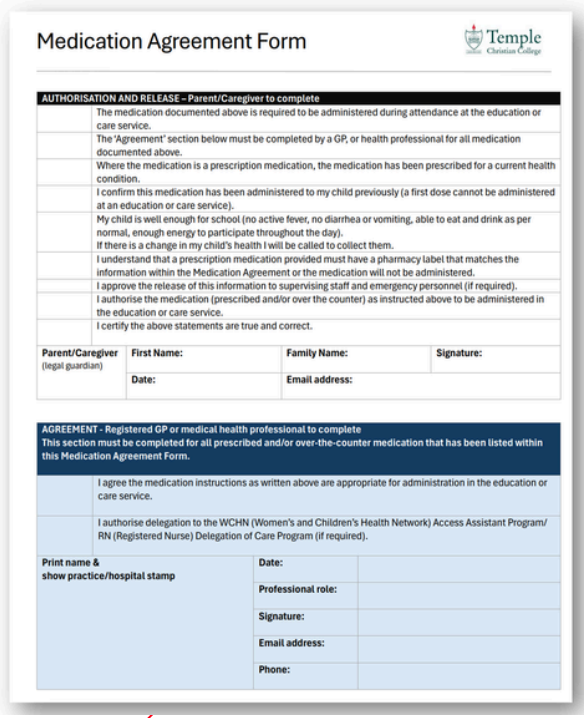
Click here to download the Medication Agreement Form

Collect copies of the form via the School

If you do not have access to a printer, you are welcome to collect copies of the Medication Agreement Form via the SSO office.

Important Note: The blue section of the form must be completed by an authorised medical/health professional.

Once completed, the physical Medication Agreement Form will need to be scanned/photographed and uploaded via the Parent Orbit App as per the directions outlined within the next few pages.



Medication Agreement Form

Temple Christian College

AUTHORISATION AND RELEASE – Parent/Caregiver to complete

	The medication documented above is required to be administered during attendance at the education or care service.
	The 'Agreement' section below must be completed by a GP, or health professional for all medication documented above.
	Where the medication is a prescription medication, the medication has been prescribed for a current health condition.
	I confirm this medication has been administered to my child previously (a first dose cannot be administered at an education or care service).
	My child is well enough for school (no active fever, no diarrhea or vomiting, able to eat and drink as per normal, enough energy to participate throughout the day). If there is a change in my child's health I will be called to collect them.
	I understand that a prescription medication provided must have a pharmacy label that matches the information within the Medication Agreement or the medication will not be administered.
	I approve the release of this information to supervising staff and emergency personnel (if required).
	I authorise the medication (prescribed and/or over the counter) as instructed above to be administered in the education or care service.
	I certify the above statements are true and correct.

Parent/Caregiver (legal guardian)	**First Name:**	**Family Name:**	**Signature:**
	Date:	**Email address:**	

AGREEMENT - Registered GP or medical health professional to complete
This section must be completed for all prescribed and/or over-the-counter medication that has been listed within this Medication Agreement Form.

	I agree the medication instructions as written above are appropriate for administration in the education or care service.
	I authorise delegation to the WCHN (Women's and Children's Health Network) Access Assistant Program/ RN (Registered Nurse) Delegation of Care Program (if required).

Print name & show practice/hospital stamp	**Date:**	
	Professional role:	
	Signature:	
	Email address:	
	Phone:	

UPDATING MEDICATION

How to handle Medication on School Camps

ON A SCHOOL CAMP

Our priority during a school camp is to ensure that all notified medications are taken at the required times and in the correct quantities during the school camp.

In addition to the medical information you provide via Parent Orbit App, all medications that your child takes as part of managing a medical condition must be recorded and handed in to the SSO (Student Services Office) during the week prior to school camp, if the specific medication has not already been supplied to the school.

Any medications, including asthma puffers, will require a medical care plan approved from your doctor to both the school and the camp provider.

Each class will have a **first aid** bag while on camp that includes all general first aid equipment. Students are able to bring some of their own basic first aid supplies such as bandaids, lip balm and sunscreen.

Students requiring an **asthma puffer** will be able to carry and use their own as required. We would ask students to let their class teacher know when asthma symptoms present, so the standard 4x4x4 management procedure can be followed and managed. Any students who carries an asthma puffer will require a medical care plan approved from a doctor to be presented to both the school and the camp provider.

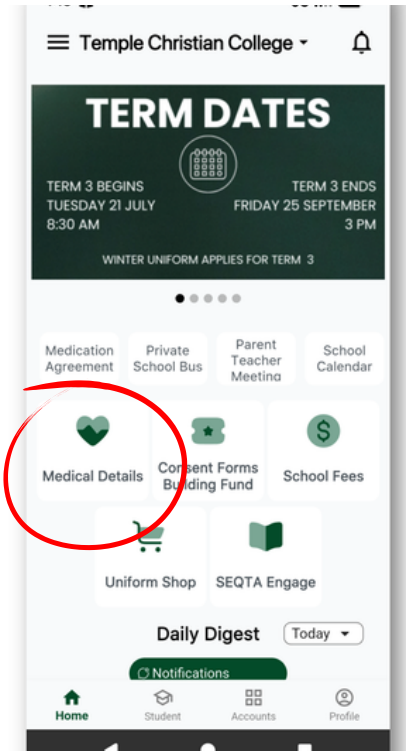
How to update your child's medication requirements

Once you have a completed Medication Agreement Form, please follow the instructions below to update your child's file via the Parent Orbit App.

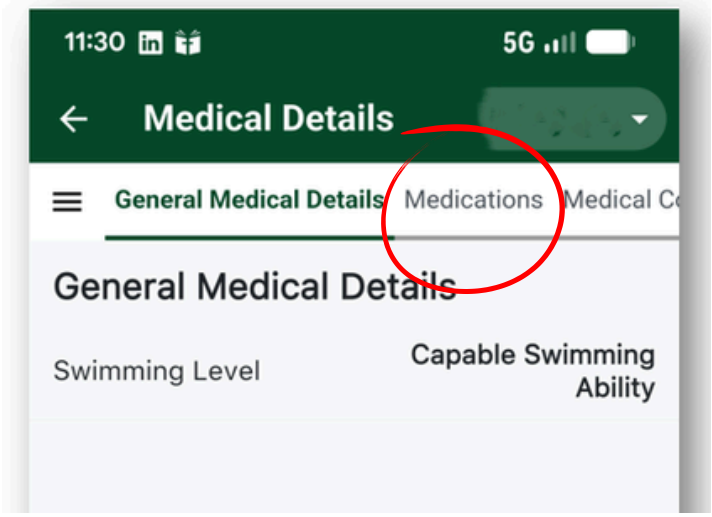
PARENT ORBIT APP

HOW TO UPDATE MEDICATIONS

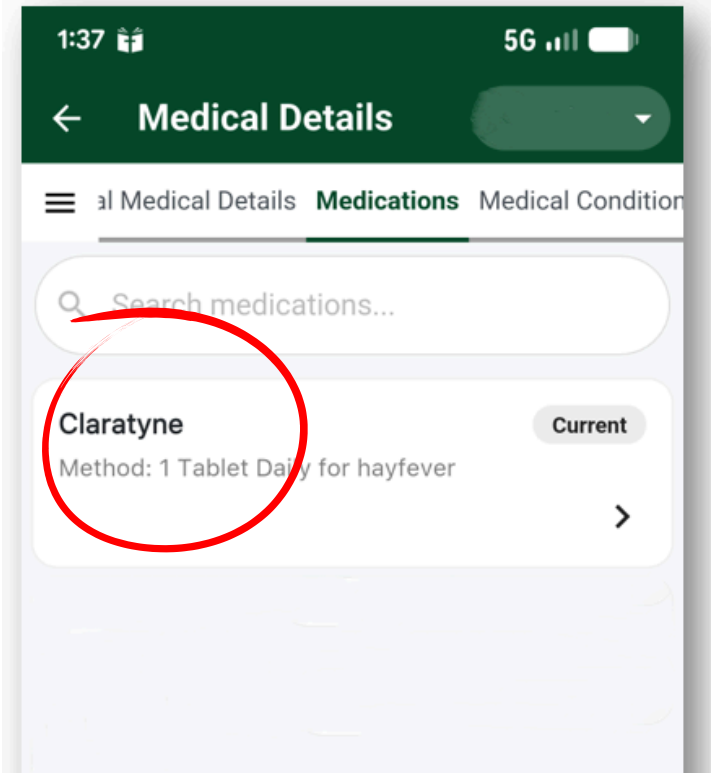
1 Click on Medical Details via your Parent Orbit App homepage as per the icon below:



2 Select Medication from the top menu of the Medical Details screen as per below:



3 To add the Medical Agreement Form to an existing medication click on the medication nominated . Example Antihistamine



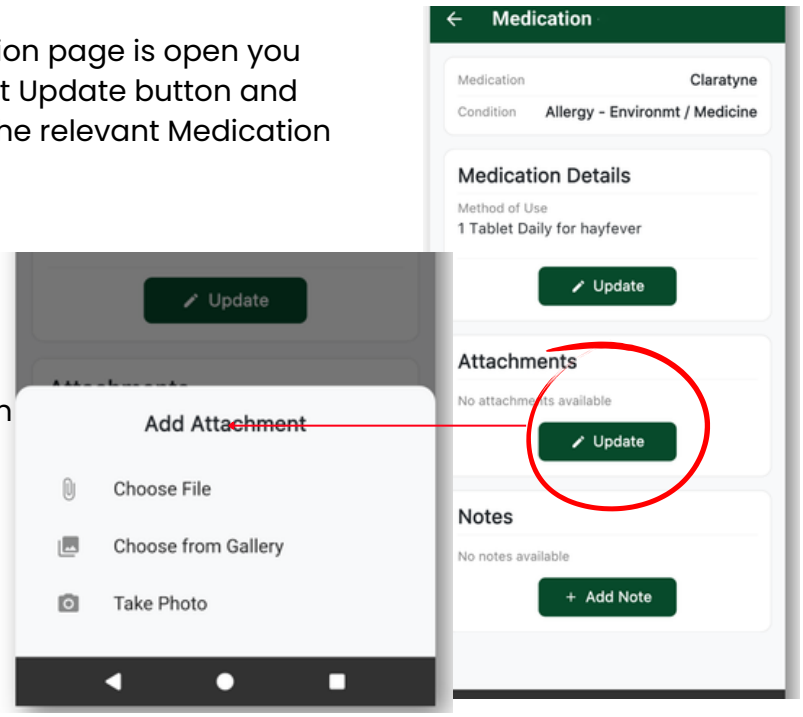
HOW TO UPDATE MEDICATIONS

4

Once the selected medication page is open you can click on the Attachment Update button and follow the prompts to add the relevant Medication Agreement Form.

Options include:

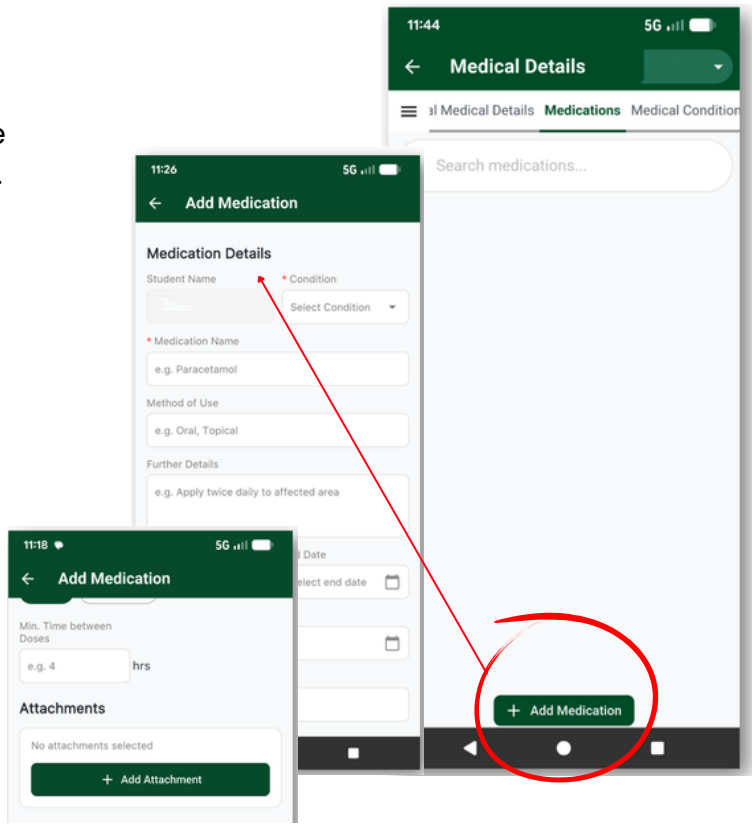
- Upload a Saved File
- Upload a Saved Photo
- Take a photo of the Form



5

If there are no previously added medications, this page will be blank and you will need to add the Medication Details first followed by the Medical Agreement Form attachment.

Click on the **+ Add Medication** button and follow the prompts to complete all the necessary information.

Please outline the specific condition that the medication is treating. *Example*: paracetamol to be given for headaches, antihistamine to be given for allergy reaction as the student is not anaphylactic.

Click on the **+ Add Attachment** to upload the Medication Agreement Form.