

Medication Management Policy

Rationale

The school has a duty of care to ensure medication is correctly administered to students when required.

The Medication Management policy:

- Ensures that the administration of medication both prescription and non-prescription is in accordance with DET policy and the requirements of each individual student
- Ensures that all medication is stored and administered correctly
- Ensures that all parents are aware of the school's medication procedures and that these are communicated to the school community.

1. Guidelines

- 1.1 All teachers have a duty of care to administer medication or assist students with their medication where appropriate
- 1.2 Student privacy and confidentiality must be protected to avoid any stigmatisation
- 1.3 Parents/carers will be asked to consider whether they can administer medication outside the school day, such as before and after school and before bed rather than at school.

2. Implementation

- 2.1 All parent/carer requests for the school to administer medication to their child must be made in writing on the School's Medical Authority Form. The form may also be completed by the student's medical/health practitioner to ensure that the medication is warranted. However if this advice cannot be provided, the Principal may agree that the form can be completed by parents/guardians
- 2.2 Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's health plan
- 2.3 **All medication to be administered at school must be accompanied by:**
 - Written advice providing directions for appropriate storage and administration.
 - In the original container or bottle clearly labelled with the name of the student, dosage and time to be administered.
 - Within its expiry date
- 2.4 **In storing medication the school will ensure:**
 - Medication is stored for the period of time specified in the written instructions received
 - The quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
 - The medication is stored according to written instructions, particularly in relation to temperature
 - The medication is stored securely to minimise risk to others

- The medication is in a place only accessibly by staff who are responsible for administering the medication
 - The medication is stored away from the classroom
 - The medication is stored separate from the first aid kit
- 2.5 The original Medication Authority Form will be placed in the school's Medication Register and the class teacher will be informed
- 2.6 It is the parent/carer's responsibility to deliver and collect their child's medication from the school's office. The delivery and collection of medication must be done in consultation with a designated member of staff
- 2.7 **Staff will contact parents before administering medication if uncertain of the administrative procedures**
- 2.8 The Principal or their nominee must ensure that the correct student receives:
- Their correct medication
 - In the proper dose
 - Via the correct method, such as inhaled or orally
 - At the correct time of day
- 2.9 Any phone messages regarding "emergency changes" in medication should be directed to the Principal/Assistant Principal or their nominee and later confirmed in writing
- 2.10 Teachers in charge of students at the time their medication is required:
- are informed that the students need to be medicated
 - release the student from class to obtain their medication
- 2.11 The Education Support Officer responsible for the administration of medication, the Principal and the Assistant Principal will have a list of all students in the school who receive medication and will ensure that it is administered as prescribed
- 2.12 All medication which is administered is recorded in Medication Administration Log. The record will show student, date, time, medication administered and by whom
- 2.13 Consistent with DET guidelines, students with Asthma will have their reliever medication easily accessible at all times and may carry their inhaler with them
- 2.14 Students with Asthma, Insulin or EpiPen/Anapen requirements will have an individual management plan to suit their specific requirements
- 2.15 **Medication Error:**
The school will respond to a medication error appropriately by:
- Following first aid procedures
 - Following the Student Health Support of Anaphylaxis Plan
 - Ringing the Poisons Information Line and acting on their advice such as calling an ambulance 000
 - Contacting the parents/carers to notify them of the medication error and action taken
 - Reviewing medication management procedures at the school in light of the incident
- 2.16 **Self Administration**
- When appropriate the school may in consultation with parents obtain written permission from the medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication
 - In such instances the school will subsequently obtain written permission from the medical/health practitioner, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under the ASCIA Action Plan for Asthma and Anaphylaxis
 - Ideally, the self administered medication should be stored by the school. However, where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location

- At the Principal's discretion, students may carry their own medication with them, preferably in the original bottle, when:
 - 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.

2.16 The school should not:

- 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 family or health practitioner
- Allow the use of medication by anyone other than the prescribed student (except in a life threatening situation such as asthma – Ref. Asthma 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.

2.17 Excursions and Camps

- When students requiring medication participate in excursions or school camps teachers must ensure they have signed Medication Authority Forms, a Medication Administration Log form and the required medication, which must be returned to the school's office room on their return
- Administration of medication whilst students are on camp will be the responsibility of the staff member in charge of medication
- The School's Medication Authority Form together with the Confidential Medical Information for School Council Approved Excursions form, is to be used for students attending camp. Completed forms and medication should be handed to the appropriate staff member prior to departure.

3. Resources

3.1 The Medication Management Policy is underpinned by:

- Asthma Management Policy
- Anaphylaxis Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

4. Evaluation

4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's Medication Management Policy on a cyclical basis in accordance with DET guidelines and priorities.