



MEDICATION (Administration of) POLICY

Latest DET Update: 09/03/2018

First Developed in This Format: March 2018

Rationale

- Schools must have a medication management policy that outlines the school's processes and protocols, is communicated to the school community, protects student privacy and confidentiality to avoid any stigmatisation and ensures teachers abide by their duty of care by assisting children to take their medication where appropriate.
- This school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfill their duty of care in relation to any medication.
- All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labeled with the name of the student, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.

Purpose

- To ensure staff store and administer medication correctly. The policy relates to all medications including prescription and non-prescription medication.
- To ensure Alphington Primary School complies with the requirements of the *Working with Children Act 2005*.
- To ensure the school complies with Child Safe Standards 1 & 2.

Implementation

- The wellbeing of every child is this school's highest priority.
- The school will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the child's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/carers.
Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.
- If necessary, the school will obtain clarifying information from the doctor via the parent/carer or from a hospital pharmacy, ensuring the confidentiality of the child is ensured.
- The Principal, or nominee will ensure that the correct child receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.
- A log of medicine administered will be kept. As a good practice, entries will be signed by two people.
- Teachers in charge of children at the time their medication is required will be informed that the child needs to be medicated and will release the child from class to obtain their medication.
- Notwithstanding any of the above, the school will encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school or before bed.

- The school will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- The school will ensure 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 the classroom and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- No child will be permitted 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.
- Use of medication by anyone other than the prescribed child will not be permitted.
- In very rare circumstances the Principal may give permission for the child to self-medicate but only after consultation and obtaining written authority that the child is capable of self-medicating.
- Also 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.
- In the event of an error in medication administration, the school will follow first aid procedures outlined in the Student Health Support Plan or the Anaphylaxis Management Plan, ring the Poisons Information Line, call an ambulance if appropriate, contact the parents/carers and promptly review the procedures adopted.
- Please refer also to the school's specific medical conditions policies e.g. *Asthma Management* and *Anaphylaxis Management* as well as the *Care Arrangements for Ill Children Policy*, the *Duty of Care Policy*, *First Aid Policy*, *Health Care Needs Policy*, *Emergency & Incident Reporting Policy* and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early March 2018).

This policy was consulted by staff in March 2019.

Reference:

www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx

ALPHINGTON PRIMARY SCHOOL

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student’s medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia’s School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student’s health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: _____

Name of student: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____