

## Administration of Medication Policy

The purpose of this policy is to ensure schools store and administer medication correctly. This topic relates to all medications including prescription and over-the-counter medication

### Rationale:

As well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical well-being of students. Some students attending school do need medication to control illnesses such as asthma, epilepsy and conditions causing hyperactive behaviour. The students continued attendance at school and the benefit for their education is dependent on this therapy. It is essential that staff, as part of their duty of care, assist students where it is appropriate to take their medication.

### Aims:

This policy is designed to:-

- Ensure that students who require medication while at school or on school activities have it administered correctly by nominated staff members.
- Provide clear guidelines to nominated staff and parents/carers for the administration of medication to students.

### Implementation:

Every student who has a medical condition or illness which requires medication to be given at Melton Primary School should have a written management plan. The plan should be provided and updated by the student's parents/carers/doctor – whichever is appropriate according to the medication to be administered.

The written management plan should contain details of:-

- The usual medication to be administered to the student at school or on school activities.
- Parents and carers must supply medication in the original container from the Chemist on which should appear the name of the person to receive the medication and the dosage to be administered as prescribed by the doctor.
- How the medication should be stored.
- The medical treatment and action needed if the student's condition deteriorates, ie emergency plans for conditions such as asthma, epilepsy or diabetes.
- The name, address and telephone numbers of an emergency contact and the student's doctor.

### General Management:

- Parents are responsible for the safe delivery of medication to the school (within its expiry date). Medication must not be sent to school with students.
- All students' medication will be kept in a secure container in the office store room, or if needed in the refrigerator under supervision.
- "Old" medication will be taken to a Pharmacy for disposal.
- Unlabelled medicines will not be given under any circumstances.
- All prescription medicines must have a pharmacy label and medical practitioners dosage displayed.
- Records of all medication taken at school or on school activities must be recorded and signed out in the "Medication Record Book". This must include any analgesics given and must be with parent/carer consent.

- Staff and ES Staff should be familiar with medications taken by their students. Possible side effects should be noted.

## Administration:

- While at school, a staff member delegated by the Principal, will be responsible for administering medication.
- While on a school activity (eg school camp or excursion) a staff member, delegated by the Principal, will be responsible to administer medication. That person will consult with the personnel mentioned above and verify with the Principal that all the documentation has been correctly provided by parents/carers.
- Prior to administration all medication will be checked to ensure that it is within the use by date.
- All medication administered to students will be documented.

### Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

## Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.

## STUDENT MEDICAL CONDITION MANAGEMENT PLAN

**THIS FORM IS TO BE COMPLETED BY THE PARENTS/GUARDIANS IN CONSULTATION WITH THE FAMILY DOCTOR**

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Class \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's / Guardian's Name \_\_\_\_\_ Contact # \_\_\_\_\_

Doctors' Name \_\_\_\_\_ Phone \_\_\_\_\_

**Medical Condition: (Block Letters)** \_\_\_\_\_

Condition Description \_\_\_\_\_

Usual medical treatment needed by the student at school or on school activities: \_\_\_\_\_

\_\_\_\_\_

What are the usual symptoms of this condition worsening in your child? \_\_\_\_\_

\_\_\_\_\_

**Is this treatment on going? YES / NO**

If the condition is short term, what are the required dates for treatment at school?

\_\_\_\_\_

## REQUEST TO ADMINISTER MEDICATION

All prescription medicines must have pharmacy label and medical practitioners dosage displayed.  
**Unlabelled medicines will not be given under any circumstances.**

**Name of Medicine:** \_\_\_\_\_ **Dosage:** \_\_\_\_\_

Time to be taken: \_\_\_\_\_ How to be administered: \_\_\_\_\_

Specific directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplying Pharmacy: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGNATURE PARENT / GUARDIAN** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*A record sheet for indicating when medication was given will be kept at school in date order.*

## Caring for ill students

### Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the store room.
- Any children in the first aid area will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty and students will then be sent to the office if required.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on the Department of Education's site Edusafeplus. <https://services.educationapps.vic.gov.au/edusafeplus>
- Medical treatments will also be written up as a Chronicle entry on Compass.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school via Compass
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving staff permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

## Policy review and approval

Policy last reviewed	15th March 2023
Approved by	Principal
Next scheduled review date	March 2027