

# PEARCEDALE PRIMARY SCHOOL

## Medication Policy

### Purpose

To ensure schools store and administer medication correctly. This relates to all medications including prescription and non-prescription medication.

This policy has been implemented to ensure that a student's health care needs are supported by encouraging communication between parents/ carers and the school about the current health care needs of a child requiring medication.

### Policy

This policy has been developed with reference to DEECD guidelines for the purpose of :

- outlining the school's processes and protocols in administering medication.
- establishing clear guidelines to communicate to the school community.
- protecting student privacy and confidentiality whilst supporting their health needs.
- ensuring staff abide by their duty of care by assisting students to take their medication where appropriate.
- ensuring all medication to be administered is:
  - accompanied by written advice providing directions for appropriate storage and administration
  - in the original bottle or container clearly labelled 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
- asking parents/guardians to administer prescribed medication outside the school day, such as before and after school and before bed.

### Authority to administer

This table describes how the school will obtain authority to administer medication. Forms have been developed to assist in planning for and supporting student health.

Item	Description
Written advice and directions	<p>The school should obtain written advice on a Medication Authority Form for all medication to be administered at the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. This form must be reviewed and updated by the medical practitioner at the beginning of each school year.</p> <p><b>Note:</b> Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in a student's health plan.</p>
	<p>The school should get clarification about certain medication from the parents/guardians or prescribing medical/health practitioner, if deemed necessary.</p>

## Administering medication

Item	Description
Administering	<p>The principal, or their nominee must ensure:</p> <ul style="list-style-type: none"> <li>• that the correct student receives:               <ul style="list-style-type: none"> <li>- their correct medication</li> <li>- in the proper dose</li> <li>- via the correct method, such as inhaled or orally</li> <li>- at the correct time of day</li> </ul> </li> <li>• a log is kept of medicine administered</li> <li>• teachers in charge of students at the time their medication is required:               <ul style="list-style-type: none"> <li>- are informed that the student needs to be medicated</li> <li>- release the student from class to obtain their medication.</li> </ul> </li> </ul>
Recording	<p>A medication log or an equivalent official medications register should be used by the person administrating the taking of medicine. Good practice is to have two staff members where possible:</p> <ul style="list-style-type: none"> <li>• supervising the administration of medication</li> <li>• checking the information noted on the medication log.</li> </ul> <p>Schools can observe and document behaviours for the student's medical/health practitioner.</p> <p><b>Note:</b> It is not the school's role to:</p> <ul style="list-style-type: none"> <li>• interpret behaviour in relation to a medical condition</li> <li>• monitor the effects of medication.</li> </ul>
Warnings	<p>The school will not:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• allow use of medication by anyone other than the prescribed student.</li> </ul> <p><b>Note:</b> Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.</p>
Self administration	<p>All students requiring medication at school must complete the relevant school forms available from the school office. The required medication must be secured safely in the school's first aid facility (excluding Asthma medication). This prevents unsafe access to the medication by other students.</p> <p>Schools should obtain written permission from the medical/health practitioner, preferably in the Medication Authority Form, and authorisation from the Principal for any student to administer their own medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's School Asthma Action Plan.</p> <p>Ideally, all medication should be stored by the school. However where immediate access</p>

is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location to the student.

## 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 under the instructions of a medical practitioner.
- medication is stored:
  - securely to minimise risk to others
  - in a place only accessible by staff who are responsible for administering the medication

## Medication error

This table describes how the school will respond when a student has taken medicine incorrectly.

Step	Action
1	If required, follow first aid procedures outlined in the: <ul style="list-style-type: none"><li>• Student Health Support Plan, or</li><li>• Anaphylaxis Management Plan.</li></ul>
2	Ring the <b>Poisons information Line, 13 11 26</b> and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4	Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
5	Review medication management procedures at the school in light of the incident.

This policy was reviewed and ratified by School Council on 8<sup>th</sup> August, 2011