

MEDICATION POLICY



Rationale:

- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Aims:

- To ensure the medications are administered appropriately to students in our care.

Medication Management Procedures:

- All medication (both prescription and non-prescription e.g. Panadol) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (**Appendix A**) and / or with the relevant documentation from the student's medical/health practitioner. The school will also accept verbal permission over the phone from the parents/guardians in circumstances where the child requires administration of non-prescription medication e.g. Panadol.
- Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis and Allergic Reactions.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration.
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- c. within its expiry date
- d. stored according to the product instructions, particularly in relation to temperature
- e. parents/guardian permission over the phone is acceptable when administration of non-prescription medication is required

If necessary, Clarinda Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (e.g. pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that the student receives;

- a. the correct medication;
- b. in the correct dose;

- c. via the correct method (such as orally or inhaled);
- d. at the correct time of day;
- e. a log is kept of the medicine administered; and
- f. Medication Authority Form (**Appendix A**) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
 - checking the information noted on the medication log.
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- Office Personnel have agreed to be the staff member/s responsible for administering prescribed medications to children.
 - Medication administered will be recorded in the First Aid book.
 - Medication will be stored in the office or staffroom refrigerator, as appropriate.
 - Consistent with our Asthma policy, students must carry an asthma inhaler with them. Inhalers and spacers will be provided by the school and kept in the first aid room for emergency use only.
 - Classroom teachers will be informed by Office Personnel of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from Office Personnel.
 - Consistent with our Anaphylaxis Policy, medication for anaphylaxis is stored in the office and relevant classrooms and will be administered according to the anaphylaxis action plan for individual children. Medication administered will be recorded in the First Aid book.
 - Medication will be administered in the presence of, and confirmed by, a second staff member

Clarinda Primary School **will not**:

- 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, unless instructed to do so by the parent.
- 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 use of medication by anyone other than the student to whom it is prescribed.

Storing Medication

Clarinda Primary 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

Medication is stored:

- a. securely to minimise risk to others
- b. in a place only accessible by staff who are responsible for administering the medication
- c. away from the classroom
- d. away from the first aid kit

Student Information

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Implementation:

Parent responsibilities:

- Children who are unwell should not attend school.
- Parents are required to provide a record of their child's physical and health status, in respect to conditions which may affect the child or other students at school. These details are to be updated at the beginning of each school year, or when medical conditions change.
- The medication request form must be completed by the parent/guardian when medication is required at school. These forms are available on the school website and will be sent home with the newsletter at the beginning of each term.
- All parent/guardian requests for office personnel to administer prescribed medications to their child must be in writing on the *Medication Request* form provided and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage, method and time to be administered (original medications bottle or container should provide this information).
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets/medication confirmed and documented
- Parents/guardians of students who may require other medical intervention are required to meet with the Principal to discuss the matter and to make an appropriate medical care plan
- Parents of asthmatic children are expected to supply an Asthma Management Plan. Parents are expected to supply an inhaler.
- Medication will be administered in accordance with the Asthma Management Plan, Anaphylaxis, Allergy and Diabetic plans and recorded in the First Aid book.
- All medication and analgesics must be taken to the school office by the parent/guardian.

Record keeping:

- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medication register located in the school office by Office Personnel.

Camps and excursion:

- Students involved in school camps or excursions will be discreetly administered prescribed medications by the designated First Aid Teacher in a manner consistent with the above procedures, with all details recorded in a medications register. Completed documents will be returned to the medications register on return to school. Also refer to camp policy.

Care Arrangements for Ill Students

All staff will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Clarinda Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: Department resources. Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be monitored by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency.

NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

If a student feels unwell they will be sent/escorted to the general office and will be sent to the first aid room where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and 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.
- contact parents/carers to request that they take their children home where necessary.

See: [Medical Emergencies](#)

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Evaluation:

- Spot audits will be conducted at least once a year by the Principal to ensure
 - (a) Medication is stored appropriately
 - (b) Consent and administering medication records are up to date
- This policy will be reviewed as part of the school's three-year review cycle.
- At the beginning of each term a reminder will be placed in the newsletter to inform parents of the policy.

Office Personnel refers to:

Principal, Assistant Principal, Business Manager and Office Assistants

This policy was last ratified by School Council on 26th April, 2016

MEDICATION AUTHORITY FORM

(Appendix A)

DATE: from

to

STUDENT NAME:

PARENT NAME:

TELEPHONE:

(Business Hours)

TELEPHONE:

(Mobile)

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)
whilst at school, as prescribed by the child's medical practitioner/pharmacist.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME/S of MEDICATION:

DELIVERY METHOD:

(tablets crushed, liquid
via syringe, etc.)

Medication to be stored: in office in refrigerator

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)

Administration of medication:

Date: _____ Time: _____ Dosage: _____ Given by: _____ Verified by _____

Date: _____ Time: _____ Dosage: _____ Given by: _____ Verified by _____

Date: _____ Time: _____ Dosage: _____ Given by: _____ Verified by _____

Date: _____ Time: _____ Dosage: _____ Given by: _____ Verified by _____