

MEDICINES

PHILOSOPHY

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

PURPOSE

- To administer medications appropriately to students in our care during school hours, following protocols and procedures.
- To exercise sensitivity and ensure privacy and confidentiality.
- To ensure accurate records of student medication are maintained.

IMPLEMENTATION

- Students who are unwell should not attend school.
- This policy is to apply within the school environment and at times when the school has primary care for the student, such as on school excursions and camps.
- Parents/guardians are required to keep the school informed of current medical contact details and any current medical conditions and appropriate medical history.
- Every student who has a medical condition or illness must have an Individual Management Plan (provided by the parent), which will be attached to the student's records, and if necessary prominently displayed in the staffroom and sickbay.

The plan must contain the following details:

- the usual medical treatment needed by the child at school or on school activities
- the medical treatment needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and
- the student's doctor's name and contact details.
- The school will encourage the parents/guardians/carers of any child who requires medication to come to school to administer medication to their child when possible.
- All medication to be administered by school personnel is to be delivered to the office by the parent, in its original packaging. The medication is to be accompanied by a Medication Authority Form that lists the student's name, their medication, the dosage and time of administration. School staff who dispense these medicines will cross-reference the information on this form.
- The school will communicate the process of administering medication to students at the beginning of each school year.
- Medication will be stored in a locked cupboard in the sickbay.
- Medication will be administered by a Level 2 First Aid trained staff member.
- Non-prescribed oral medications (eg: pain relief) will not be administered by school staff without explicit written parental permission.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by a Level 2 First Aid person in a manner consistent with the above procedures. All details will be recorded and then filed in the official Medications Register on returning to school.

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

- The school will provide all parents of children going on camp/excursions details about the staff member responsible for the management and maintenance of medications and the procedures for handing over medicines. The nominated staff will be responsible for the administration of all medicines to the students who require it, as per instructions. (See the Camp/Excursion policies for further details.)
- Any staff member who carries any medications for personal use will ensure that these medications will be stored out of the reach of students at all time.

ASTHMA:

- The school encourages all families to ensure that if their child needs a puffer, that their child take full responsibility for having the puffer with them at all times and that they use the puffer as they need.
- The school will maintain a stock of asthma medication and puffers in the sick bay and in all first aid kits for use in emergencies.

ADMINISTRATION OF MEDICATION:

The Staff member administering medication must ensure that:

- the permission to administer medication has been received;
 - the right child has the right medication;
 - the right dose is administered by the right method (for example, oral or inhaled);
 - medication is administered at the right time; and
 - records are maintained.
- Good practice is to have two staff members supervising the administration of medication and checking the information noted on the medication log.

Note:

- Medication to treat Asthma or Anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered by the relevant student health plan.
- It is not the school's role to interpret behaviour in relation to a medical condition nor monitor the effects of medication.

RELATED POLICIES

- First Aid Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Camp and Excursion Policy

APPENDIX:

Medication Authority Form

Medication Administration Log

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School: _____

Student’s Name: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____ Review date for this form: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

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

.....

.....

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

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.

Self-management of medication

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 follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

.....

.....

.....

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

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Authorisation:

Name of Medical/health practitioner:

Professional Role:

Signature:

Date:

Contact details:

Name of Parent/Carer or adult

Signature:

Date:

If additional advice is required, please attach it to this form

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

Medication Administration Log

This log has been developed as a suggestion only, to assist the Principal/or nominee when administering the taking of medication. This log, or equivalent official medications register), should be completed by the person administering the taking of medication.

Name of student: _____ Year level: _____

(Day, month and year)	Time	Family Name <i>(please print)</i>		First Name <i>(please print)</i>			Comments	Name of staff <i>(Please print & initial)</i>		
		Tick When Checked (✓)								
		Name of Medication	Right Child	Right Medication	Right Dose	Right Route <i>(oral/inhaled)</i>				

Record for cross-checking: It is recognised that in many specialist school settings medication is administered using a system of two staff members checking the information noted on this log. This is an appropriate added safety measure and seen as good practice.

Name of Medication:	Prescribed Dose:

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019