

MEDICATION

October 2018



INTRODUCTION:

Parents/carers may request that medication is administered to their child during the school day. To ensure the health and safety of student's medication needs to be stored and administered in a safe and responsible manner.

PURPOSE:

This policy is in place to ensure that:

- medication required by students is stored and administered in a safe and responsible manner that meets DET requirements.
- the privacy of student information is maintained.

SCOPE:

This policy applies to all staff during all school activities, camps and excursions.

COMMUNICATION PLAN:

Parents will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

IMPLEMENTATION:

1 Responsibilities of Parents/Carers

Parents and carers have a responsibility to:

- a deliver all medication to the school office in person and provide a signed written request for the administration of medication using the Medication Authority Form. DET policy requires that this form be completed by the student's medical/health practitioner, however if this is not possible, the student's parent/carer may complete the form. Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's health plan.
- b provide prescription medication in the original container/packing with the pharmacy label attached, indicating the name of the student, dosage and time to be administered. Prescription medication prescribed 'as needed' must be accompanied with details describing the conditions under which the medication is needed.
- c provide non-prescription medication in the original container/packing with clear written directions including the name of the student, dosage and time to be administered.
- d ensure that their child/ren do not take the first dosage of any medication at school in case of a severe allergic reaction.

2 Responsibilities of Office Staff

When possible, it is preferred that medication is administered to students outside the school day, however it is understood that this is not always possible. All medication should be received at the school office for storage and administration during the school day. The Principal nominates office staff to:

- a ensure that prescription medication is in the original container/packing with the pharmacy label attached, indicating the name of the student, dosage and time to be administered
- b ensure that non-prescription medication is in the original container/packing with clear written directions including the name of the student, dosage and time to be administered
- c ensure that a Medical Authority Form is completed for all medication
- d store medication according to the product instructions, in a locked cupboard when possible
- e inform relevant teachers (including CRTs) that a student requires medication so they can be released from class at the correct time
- f check that medication is administered correctly – right student, proper dosage, via correct method and the correct time of day
- g check the expiry date of medication prior to administration
- h maintain and file a log of medication administered
- i respect and maintain the confidentiality of student information and show discretion when administering medication to maintain privacy.

3 Responsibilities of Teachers

While all medication will be administered at the office, teachers are required to:

- a be aware of student in their care who require medication
- a send students to the office at the time their medication is required.

4 Storage of Administration of Analgesics

Under DET policy, schools are not to store, or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of a serious illness or injury. These can only be administered when supplied by the parent and written instructions provided.

5 Administration of Medication During Camps and Excursions

- a Medication required during camps and excursions will be administered by the designated staff member in a manner consistent with the Responsibilities for Office Staff (see 2).
- b Parents/carers are required to follow the Responsibilities for Parents/Carers (see 1) when supplying medication for camps and excursions.

6 Student Self-Administration of Medication

- a As students learn more about their medical conditions and medication they are able to take increasing responsibility for their medication and administration of this medication.
- b Students, considered capable by parents/carers, are permitted to carry an asthma inhaler and use this at their discretion. A spare inhaler should still be provided for storage at the school in case of loss or an emergency.
- c Student self-administration of other medications is at the discretion of parents. Permission for students to self-administer medication is to be discussed with the Principal and written parent/carer approval provided.

RELATED POLICIES DET:

Asthma
Anaphylaxis
Complex Medical Care Support
Duty of Care
Medical Emergencies
First Aid Needs
Health Care Needs
Health Support Planning Forms
Treating Asthma Attacks

RELATED LEGISLATION and RESOURCES:

Working with Children Act 2005
Medication Administration Log
Medication Authority Form
Asthma Foundation



All school policies are reviewed every three years, or earlier in response to incidents or DET instructions.