



# Medication

## Policy

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This policy was noted by School Council on 21/6/2021

### Rationale:

Teachers and schools are often asked by parents to administer medication for their children while at school or on school activities. 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.

This policy does not apply to the provision of medication for anaphylaxis or asthma or complex medical needs eg Diabetes

### Aims:

To explain to parents/carers, students and staff the processes Mt Eliza Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

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

### Implementation:

- Children who are unwell should not attend school.
- Mt Eliza Primary School encourages parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

#### Authority to administer

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

- All medication that is brought to school must be taken to the First Aid Officer and with a completed medication authority form.
- 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.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the First Aid Officer to seek further written clarification from the parents.
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

#### Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.
- Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

- Non-prescribed oral medications (eg: headache tablets) will only be administered by the First Aid Officer. The medication is to be supplied by the parent and a Medication Authority form completed with parent permission and doctor to administer the medication.

If a student needs to take medication at school or a school activity, the principal (or First Aid Officers) will ensure that:

- Medication is administered to the student in accordance with the Medication Authority Form so that:
- the student receives their correct medication
- in the proper dose
- via the correct method (for example, inhaled or orally)
- at the correct time of day.
- A log is kept of medicine administered to a student. Where possible, two staff members will supervise the administration of medication.
- The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.
- Classroom teachers will be informed by the First Aid Officer of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the First Aid room and receive their medications from the First Aid Officer. Exceptions will be made for long term daily medication that is administered to children with conditions such as ADHD. This can be administered by teachers and a record kept.
- Students involved in school camps or excursions will have prescribed medications administered by the First Aid Officer in a manner consistent with the above procedures.

#### Self-administration

- In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student’s medical/health practitioner to determine whether to allow a student to self-administer their medication.
- If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student’s medical/health practitioner, or the student’s parents/carers that the student will self-administer their medication.

#### Storing Medications

The First Aid Officer will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

Mt Eliza Primary School will store student medication in the First Aid room.

The Principal, and First Aid officer, may decide, in consultation with parents/carers and/or on the advice of a student’s treating medical/health practitioner:

- that the student’s medication should be stored securely in the student’s classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration
  - doing so does not create potentially unsafe access to the medication by other students.

#### Medication error

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

Step	Action

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

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

**Related policies and resources**

- First Aid Policy, Anaphylaxis Policy, Medication Authority Form, Medication Administration Log

**Evaluation:**

This policy will be reviewed as part of MEPS four – year review cycle

School Council President: Dean Charge

Signature:

Date: