



### **Rationale**

To ensure the school stores and administers medication correctly. This policy relates to all medications including prescription and non-prescription medication.

### **Policy Statement**

As part of their duty of care, teachers will assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy. Oberon Primary School will follow the Department of Education and Training (DET) policies and procedures, located on the DET website, in relation to the administration of medication for students. Oberon Primary does encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

### **Implementation**

#### ***Medication Management Procedures***

- Medication (both prescription and non-prescription) will not be administered to a student unless written advice has been supplied to the school via the Medication Authority Form. This form must be completed ideally by the student's medical/health practitioner where possible or student's parent or guardian (as per the DET policy guidelines).
- In the case of an emergency, medication can be administered with the permission of a medical practitioner.
- 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 Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

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.

If necessary, Oberon Primary School will seek clarification, from the student's parents/guardians, about administration of medication. This may result in the student's parents/guardians needing to contact the prescribing medical/health practitioner to request 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 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.

In addition, the Principal (or nominee) administering medication must ensure:

- a Medication Administration Log (Appendix B) is kept of the medicine administered in the most appropriate place (student's classroom, school office);
- the teacher in charge of a student at the time the student's medication is required, is informed that the child needs to be released from class, at a particular time, in order to obtain their medicine.
- the Medication Authority Form (Appendix A) has been completed.

The School Medication Administration Log 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.

**Note:** It is not the school's role to:

- interpret behaviour in relation to a medical condition
- monitor the effects of medication

Oberon Primary School will not:

- store or administer analgesics such as aspirin, ibuprofen and paracetamol as a standard first aid strategy, as they can mask signs and symptoms of serious illness or injury
- 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.

**Note:** Only in an 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.

### ***Self-Administration***

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, considering the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form. 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 Asthma Care Plan for Schools.

Ideally, the self-administered medication should be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

**Note:** The Principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

- 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

## **Storing Medication**

Oberon 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 securely to minimise risk to others; in a place only accessible by staff who are responsible for administering the medication.
- medication is stored away from the classroom and away from the first aid kit

## **Medication error**

In the unlikely event that a student has taken medicine incorrectly the school will:

- if required, follow first aid procedures outlined in the Student Health Support Plan, or the Anaphylaxis Management Plan
- ring the **Poisons Information Line, 13 11 26** and give details of the incident and student
- act immediately upon advice given by the Poisons Information Line, such as calling an ambulance, on 000
- contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken
- Review medication management procedures at the school in light of the incident.

## **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.

Parents/guardians of all students with a medical condition/illness that required medication must complete a **Medication Authority** form, which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

## **Related Policies**

OPS Anaphylaxis Policy, OPS Asthma Policy, OPS First Aid Policy

**Related legislation:** *Working with Children Act 2005*

## **Supporting Documentation**

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

## **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

**This policy was ratified by the School Council on: 18/06/2019**

**NEXT REVIEW DATE:** June 2022

Policy prepared by Genefer Walker-Smith — October 2016



## APPENDIX A

# MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student’s medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia’s School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student’s health support needs. If additional advice is required, please attach it to this form.

**Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.**

### Student Details

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_

Review date for this form: \_\_\_\_\_

Medication to be administered at school:					
Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

**Medication delivered to the school**

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

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**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

**Supervision required**

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 be agreed to by the student and their parents/carers, the school and the student’s medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school. Please tick box

- Remind
- Observe
- Assist
- Administer
- Other \_\_\_\_\_

**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**

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

**Authorisation to administer medication in accordance with this form:**

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details: \_\_\_\_\_



## APPENDIX B

# MEDICATION ADMINISTRATION LOG

For students requiring medication to be administered at school

This log should be completed by the staff member administering medication to any student at the school.

Name of student: \_\_\_\_\_ Year level: \_\_\_\_\_

Date	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

\*Cross-checking: It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.



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