

ADMINISTRATION OF MEDICATION POLICY

PURPOSE

To explain to parents/carers, students and staff the processes Western Port Secondary College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

If a student requires medication, Example School encourages parents to arrange for the medication to be taken outside of school hours. However, Western Port Secondary College understands that students may need to take medication at school or school activities. To support students to do so safely, Western Port Secondary College will follow the procedures set out in this policy.

Authority to administer

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

- 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.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete. An example is attached.
- 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.
- 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).

Parents/carers can contact the General Office for a Medication Authority Form.

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.

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

1. 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.
2. A log is kept of medicine administered to a student. An example of which is attached
3. Where possible, two staff members will supervise the administration of medication.
4. 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.

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 medication

The principal (or their nominee) 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.

For most students, Western Port Secondary College will store student medication with their year level coordinator.

The principal 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.

Warning

Western Port Secondary College will not:

- in accordance with Department of Education and Training policy, store or 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
- 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 student’s parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

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

Step	Action
1.	If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so.
4.	Contact the student’s parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	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.

FURTHER INFORMATION AND RESOURCES

Medication Authority Form, Medication Administration Log

This policy was last updated on 16/4/2018 and is scheduled for review in April/2020

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: _____

Family Name *(please print)*

First Name *(please print)*

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

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:

SHORT TERM MEDICATION REQUEST AND AUTHORITY

Note: Short-term medication is recognised as any medication to be administered during school hours for more than one day but no longer than 10 consecutive school days.

Notification and request by parent/guardian/carer for the administration of medication during school hours. This form must be completed before medication is administered by school nominated staff.

Name of student: _____

Date of birth: _____ Age: _____ Students class: _____

Please note:

- Complete all sections of this form.
- Schedule medication outside school hours wherever possible.
- The first ever dose of this medication is NOT to be administered by school staff; it is not the responsibility of school staff to monitor for adverse drug reactions.
- The term “medication” includes all prescription, non-prescription over the counter medicines, analgesics such as panadol, creams, herbal sprays, drops, tablets etc.
- Medication will not be kept with your child unless prior permission is obtained from the Principal.

Administration instructions		
Name of medication:		Expiry:
Dose:	Time/s:	Route: <i>(oral, nasal, inhaled, injected etc.)</i>
Commencement date:	Completion date:	Review date:
Additional Notes and Comments:		

I parent/guardian: _____ with “legal” responsibility for the above student, give permission for my student to be administered the medication/s listed as instructed during school hours.

Signed: _____ Date: _____

LONG TERM MEDICATION REQUEST AND AUTHORITY

*For students with Asthma, an *Asthma foundation, school management plan* is required instead of this form.

*For students with Anaphylaxis an *ASCIA Action plan for Anaphylaxis* is required instead of this form.

Notification and request by parent/guardian/carer for the administration of long-term medication during school hours. **This form MUST be taken to your medical practitioner to be completed, and returned to the school before any medication can be administered to your child during school hours.**

Name of student : _____

Date of birth : _____ Age: _____ Students class: _____

PLEASE READ CAREFULLY

- **Section A** if for Medical Practitioner to complete.
- **Section B** is for parent/guardian/carer to complete.
- Complete all sections of this form.
- Schedule medication outside school hours wherever possible.
- The first ever dose of this medication is NOT to be administered by school staff; it is not the responsibility of school staff to monitor for adverse drug reactions.
- The term “medication” includes all prescription, non-prescription over the counter medicines, analgesics such as panadol, creams, herbal sprays, drops, tablets etc.
- Medication will not be kept with your child unless prior permission is obtained from the Principal.
- Be specific: **As needed** or **PRN** is not sufficient direction.

Section A (to be completed by <u>Medical Practitioner ONLY</u>)		
Medical Practitioners name:		
Address:		
Phone number:		
Name of medication:		Expiry:
Dose:	Time/s:	Route:

Commencement date:	Completion date:	Review date:
Additional notes or concerns: (for medical practitioner)		
MEDICAL PRACTITIONER Signature:		Date:

Section B (for parent/guardian/carer)

Note: A new long-term medication request and authority form must be completed:

- If the dose or type of medication is altered or changed.
- If the regime is restarted or continued following the conclusion date of the instructions from the medical practitioner.
- At the beginning of each new calendar year.

I parent/guardian/carer: _____ with "legal" responsibility for the above student, give permission for student to be administered long-term medication listed by their medical practitioner as instructed during school hours

Parent/guardian/carer – full name: _____

Relationship to student: _____ Home number: _____

Mobile number _____ Work number: _____

Signed: _____ Date: _____