



Administration of Medication Policy

(Ratified by School Council: June 2017)

PURPOSE:

This policy is in place to ensure medication is stored and administered correctly. It is relevant to all medications including prescription and non-prescription medication.

GUIDELINES:

Glen Waverley Primary School will work to:

- protect student privacy and confidentiality where appropriate.
- ensure teachers and school nurse abide by their duty of care by assisting students to take their medication where appropriate.
- ensure all medication to be administered is:
 - accompanied by written advice providing directions for appropriate storage and administration
 - in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
 - within its expiry date
 - stored according to the product instructions, particularly in relation to temperature
- encourage parents/guardians to consider whether they can administer medication outside of the school day, such as before and after school and before bed.

IMPLEMENTATION:

Authority to Administer Medication;

- As stipulated by the Department of Education (DET), written advice on a [Medication Authority Form](#) is required for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. However, if this advice cannot be provided the Principal may agree that the form can be completed by parents/guardians.

Ref: <http://www.education.vic.gov.au/Documents/school/principals/health/medicationauthorityform.doc>

The Principal, (or their nominee) must ensure:

- that the correct student receives:
 - their correct medication
 - in the proper dose
 - via the correct method, such as inhaled or orally
 - at the correct time of day
- a log is kept of medicine administered
- teachers in charge of students at the time their medication is required:
 - are informed that the student needs to be medicated
 - release the student from class to obtain their medication.

Warnings;

The school should not:

- 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 family or health practitioner.
- allow use of medication by anyone other than the prescribed student.

Note: Only in a life threatening 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.

Storing Medication;

Schools should 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
 - Away from the classroom
 - Away from the first aid kit

Medication Error;

This table describes how schools respond when a student has taken medication incorrectly:

Step	Action
1	If required, follow first aid procedures outlines in the: <ul style="list-style-type: none">• Student Health Support Plan, or• Anaphylaxis Plan
2	Ring the Poisons Information Line, 13 11 26 and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000 , immediately if you are advised to do so.
4	Contact the parents/guardians or the 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.

Self-Administration;

The school may consult with parents/guardians or the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.

If this is deemed appropriate, written permission from the medical/health practitioner or the parents/guardians must be obtained, preferably in the Medication Authority Form for the student to carry their medication.

This is not required for students with Asthma or Anaphylaxis as this is covered under the Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

Where possible, the self-administered medication should be stored in a central location 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. In certain situations, which are at the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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
- the parents'/ guardians authorise this to occur.

RELATED LEGISLATION:

Working with Children Act 2005

DET Medication Authority Form

<http://www.education.vic.gov.au/Documents/school/principals/health/medicationauthorityform.doc>

RELATED POLICIES:

- First Aid Policy
- Anaphylaxis Policy
- Student Engagement and Wellbeing Policy
- Program for Students with Disability Policy

POLICY EVALUATION:

Evaluation will be conducted by Policy Review (Education) Subcommittee and the school's Health Nurse every two years.

DUE DATE FOR REVIEW:

Due for review in June 2019.