



Medication Management Policy

Rationale:

The school has a duty of care to ensure medication is correctly administered to students when required.

Purpose:

- To ensure that the administration of medication both prescription and non-prescription is in accordance with DEECD policy and the requirements of each individual student.
- To ensure that all medication is stored and administered correctly.
- To ensure that all parents are aware of the school's medication procedures and that these are communicated to the school community.

Guidelines:

- All teachers have a duty of care to administer medication or assist students with their medication where appropriate.
- Student privacy and confidentiality must be protected to avoid any stigmatisation.
- Parents/carers will in the first instance be asked to consider whether they can administer medication outside the school day, such as before and after school and before bed rather than at school.

Implementation:

- All parent/carer requests for the school to administer medication to their child must be made in writing on the School's Medical Authority Form. The form may also be completed by the student's medical/health practitioner to ensure that the medication is warranted.
- All medication to be administered at school must be accompanied by:
- Written advice providing directions for appropriate storage and administration.
- In the original container or bottle clearly labelled with the name of the student, dosage and time to be administered (or in a dosette where there are multiple medications).
- Within its expiry date
- Stored according to the product instructions, particularly in relation to temperature
- All medications will be stored in the school office or refrigerator as appropriate.
- The original Medication Authority Form will be placed in the school's Medication Register and the class teacher will be informed.
- It is the parent/carer's responsibility to ensure the safe delivery and collection their child's medication from the school's office. The delivery and collection of medication must be done in consultation with a designated member of staff.
- 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 management plan.
- Staff will contact parents before administering medication if uncertain of the administrative procedures
- 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

- Any phone messages regarding “emergency changes” in medication should be directed to the Principal or their nominee and later confirmed in writing.
- The class teacher will ensure that the child is sent to the office at the required time so the medication can be administered.
- The Education Support Officer responsible for the administration of medication and the Principal will have a list of all students in the school who receive medication and will ensure that it is administered as prescribed.
- All medication which is administered is recorded in Medication Administration Log. The record will show student, date, time, medication administered and by whom.
- For students requiring regular multiple medications the school will encourage the use of dosette containers clearly labelled with the child’s name, required dosage and time to be administered and accompanied by the School’s Medical Authority Form which parents are asked to supply.
- A student should not take their first dose of new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- Consistent with DEECD guidelines, students with Asthma will have their reliever medication easily accessible at all times and may carry their inhaler with them.
- Students with Asthma, Insulin or EpiPen/Anapen requirements will have an individual management plan to suit their specific requirements.

Excursions and Camps

- When students requiring medication participate in excursions or school camps teachers must ensure they have signed Medication Authority Forms, a Medication Administration Log form and the required medication, which must be returned to the school’s office room on their return.
- Administration of medication whilst students are on camp will be the responsibility of the staff member in charge of medication.
- The School’s Medication Authority Form together with the Confidential Medical Information for School Council Approved Excursions form, is to be used for students attending camp. Completed forms and medication should be handed to the appropriate staff member prior to departure.

School Policies which underpin this policy

- Asthma Management Policy
- Anaphylaxis Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

Date School Council Approved: 4th June 2014