OCCUPATIONAL HEALTH AND SAFETY

ADMINISTRATION OF MEDICATION FOR STUDENTS AT SCHOOL

AIMS
To ensure that medication is administered appropriately to students in our care.

RATIONALE
From time to time, many students attending school may need medication. As part of their duty of care, teachers and staff should 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.

IMPLEMENTATION
Medication Management Procedures

All medication (both prescription and non-prescription) to be administered to a student at school requires written permission documented on a Medication Authority Form (Appendix A).

Non-prescription, over the counter medications will only be administered upon written advice from the student's parent/carer and must be supported by a Medication Authority form completed, signed and dated by the parent/carer and provided to the school.

In special case circumstances when a student requires non-prescription medication and a Medical Authority form has not been complete, the school nurse or teacher can phone the parents/carers to seek permission to administer the medication. The school nurse and teacher will have another staff member witness the consent for the school to administer the medication. The medication name and dosage will be recorded in the student's diary and this will be documented at school.

The school nurse will store a generic Panadol brand to use when required for special case circumstances. No other non-prescribed medication will be stored at school for shared use.

Prescription medications will only be administered to a student if supported with the relevant documentation from the student's medical/health practitioner in the form of a Medication Authority form completed, signed and dated by the student’s doctor or in the form of a prescription label on the original packaging of the medication prescribed for the student.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student’s Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- accompanied by written advice from a providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying 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.

If necessary, Concord School will clarify directions about medication from the student’s parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting 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 (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The nurse (or nominee) administering medication must ensure that the student receives:

- the correct medication;
• in the correct dose;
• via the correct method (such as orally or inhaled);
• at the correct time of day;
• a log is kept of the medicine administered; and
• Medication Authority Form (Appendix A) has been completed.

The School Medications Register 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.

Our school will 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 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.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

Self-Administration

Students are not permitted to self-administer their own medication. This includes prescription as well as non-prescription medications such as pain relievers. (Panadol, Nurofen, etc) Any medication a student may require must be handed to the school nurse upon students arrival.

Storing Medication

Concord 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
  - away from the classroom
  - away from the first aid kit

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 must provide the school with information to be incorporated into a Student Health Support Plan 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.

REFERENCES

DET School Policy and Advisory Guide: Medication

DET School Policy and Advisory Guide: Anaphylaxis

EVALUATION
This policy shall be reviewed as part of the three year policy review cycle.

APPENDIX A

Medication Authority Form
for a student who requires medication whilst at school

This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s School Asthma Action Plan should be completed instead. For those students with anaphylaxis, an ASCIA Action Plan for Anaphylaxis should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCLA): http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: ____________________________

Student’s Name: ____________________________ Date of Birth: ____________________________

MedicAlert Number (if relevant): ___________ Review date for this form: ____________________________

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

<table>
<thead>
<tr>
<th>Medication required:</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>Start date: / / End Date: / / Ongoing medication</td>
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<tr>
<td>Medication Storage:</td>
<td></td>
<td></td>
<td>Start date: / / End Date: / / Ongoing medication</td>
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</tbody>
</table>

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

__________________________________________________________

__________________________________________________________

__________________________________________________________

Ratified by School Council: 17/10/16
Review Date: 17/10/19
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.

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
The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Authorisation:

Name of Medical/health practitioner:

Professional Role:

Signature:

Date:

Contact details:

Name of Parent/Carer or adult/Mature minor**:

Signature:

Date:

If additional advice is required, please attach it to this form

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: Decision Making Responsibility for Students - School Policy and Advisory Guide).