

MEDICATION MANAGEMENT POLICY

1. Rationale

1.1 Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

2. Aims

2.1 To ensure the medications are administered appropriately to students in our care.

3. Implementation

3.1 The School will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

3.2 The Administration Staff are responsible for administering prescribed medications to children.

3.3 All parent requests for the Administration Staff to administer prescribed medications to their child must be in writing on the Medical Authority Form and must be accompanied by written advice providing directions for appropriate storage and administrations. Medications must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered. Medications can only be administered if within the expiry date.

***Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health pla.*

3.4 Medication will be stored in either the security room or staff refrigerator, whichever is most appropriate according to product instructions and will only be accessed by the Administration Staff.

3.5 Medication is stored for the period of time specified in the written instructions received and the quantity of medication provided should not exceed a week's supply, except in long-term continuous care arrangements.

3.6 Classroom teachers will be informed by the Administration Staff of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.

3.7 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.
- 3.8 A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Good practice is to have two staff members:
- supervising the administration of medication
 - checking the information noted on the medication log.
- 3.9 All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in confidential student files.
- 3.10 Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on pages from the medications register. Completed pages will be returned to the student files on return of the excursion to school.
- 3.11 The 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.
- 3.12 The school will not 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.
- 3.13 The school will not allow use of medication by anyone other than the prescribed student.

Evaluation

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 17th August 2015.