

Rowville Primary School Administration of Medication Policy

PURPOSE

Rowville Primary School is committed to taking all reasonable steps to provide a safe environment for students, by ensuring staff fulfill their duty of care in relation to any medication. The school will ensure health information about students is managed sensitively, confidentially and in accordance with this policy.

GUIDELINES

From time to time, many students attending school may need medication.

Rowville Primary School will follow the Department of Education and Training's policies and procedures in relation to the administration of medication for students.

IMPLEMENTATION

Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/carers by way of filling out the Medication Authority Form (**Appendix A**) and with the relevant documentation from the student's medical/health practitioner or a Medication Request-Occasional form (**Appendix B**). In the case of an emergency, medication can be administered with the permission of a medical practitioner.

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:

- a. dropped off and collected at the general office by the student's parent/carer
- b. accompanied by Medication Authority Form or Medication Request-Occasional Form providing directions for appropriate storage and administration, specifying the name of the student, dosage and time to be administered
- c. accompanied by appropriate device to administer (if applicable)
- d. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered (for prescription medication)
- e. within its expiry date
- f. stored according to the product instructions, particularly in relation to temperature.

If necessary, Rowville Primary School will clarify directions about medication from the student's parents/carers, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

Parents/carers will be notified when long term medication held at the school is reaching "use by" date.

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 (e.g. pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that:

- the student receives:
 - a. the correct medication;
 - b. in the correct dose;
 - c. via the correct method (such as orally or inhaled);
 - d. at the correct time of day;
- a log is kept of the medicine administered; and
- Medication Authority Form (**Appendix A**) or Medication Request-Occasional Form (**Appendix B**) has been completed.

The School Medications Register will be signed off by two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

Rowville Primary 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

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student and the type of medication.

The school will obtain written permission from the medical/health practitioner or the parents/carers for the student to self-medicate, preferably via the Medication Authority Form.

Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, 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

Storing Medication

Rowville Primary 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 medication arrangements
- medication is stored:
 - a. securely to minimise risk to others
 - b. in a place only accessible by staff who are responsible for administering the medication
 - c. away from the classroom
 - d. away from the first aid kits

Student Information

Parents/carers 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.

Care and Arrangements for Ill Students

All staff at Rowville Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Rowville Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#). Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

If a student feels unwell they will be sent to the first aid room where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All staff have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

See: [Medical Emergencies](#)

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Resources:

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

[NURSE-ON-CALL](#)

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Appendices connected with this policy are:

- **Appendix A:** Medication Authority Form
- **Appendix B:** Medication Request -Occasional Form

EVALUATION

The policy will be evaluated annually.

This policy was endorsed on 14 th September 2017 and will be reviewed in October 2018.
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Medication Authority Form

for a student who requires medication whilst

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 section 4.5 *Student Health* in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide. 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.

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

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

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.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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/independent student**:
Signature:
Date:

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

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).



Medication Request – Occasional Form

Medication is to be provided in original packaging.

Date.....

Child's Name..... Grade.....

Name of Medication.....

Time of last dose.....

Dosage..... Time Dose to be administered at school.....

Parent/Carer's Name.....

Signature.....