

Rowville Primary School

Administration of Medication Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Rowville Primary School on 9764 1955

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. This policy outlines the processes Rowville Primary School will follow to safely manage the administering of medication to students while at school or school activities, including camps and excursions.

The school will ensure health information about students is managed sensitively, confidentially and in accordance with this, and department policy.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

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.

POLICY

If a student requires medication, Rowville Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Rowville Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Rowville Primary School will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete. [DET Administration of Medication Template](#)
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.

- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact Rowville Primary School for a Medication Authority Form.

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 either 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.

All medication to be administered at school must be:

- dropped off and collected at the general office by the student's parent/carer
- 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. The Occasional request form must also outline the dates for the medication to be administered.
- accompanied by appropriate device to administer (if applicable)
- in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered (for prescription medication)
- within its expiry date
- 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:
 - the correct medication.
 - in the correct dose.
 - via the correct method (eg. orally or inhaled).
 - 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**:

- provide, 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

The Principal (or their nominee) will put in place arrangements so that 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 a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Rowville Primary School stores student medication at the rear of the main office.

The Principal may decide, in consultation with parents/carers and/or on the advice of a student’s treating medical/health practitioner:

- that the student’s medication should be stored securely in the student’s classroom/bag if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if the medication does not have special storage requirements, such as refrigeration.

Medication error

If a student takes medication incorrectly, staff will endeavor to:

Step	Action
1.	If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.

3.	Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so.
4.	Contact the student’s parents/carers or 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.

In the case of an emergency, school staff may call Triple Zero “000” for an ambulance at any time.

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.

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 HLTAID003 trained staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- 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.

COMMUNICATION

This policy will be communicated to the Rowville school community in the following ways:

- Available publicly on our school’s website
- Referenced in staff handbook/manual
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders on Compass
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department’s Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

School Policies

<http://www.rowvilleps.vic.edu.au/index.php/news/policies>

[Anaphylaxis Policy 2022](#)

[Asthma Policy 2022](#)

[First aid policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	School Council
Next scheduled review date	June 2025

- [DET Specific Condition Support](#)
- **Appendix A:** Medication Authority Form
- **Appendix B:** Medication Request -Occasional Form

EVALUATION

The policy will be evaluated annually.

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: _____

Name of student: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe

- | | | | | | |
|--|--|--|--|--|--|
| | | | | | <input type="checkbox"/> assist
<input type="checkbox"/> administer |
|--|--|--|--|--|--|

Medication delivered to the school

Please indicate if there are any specific storage instructions for any 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

Supervision required

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 be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____



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.....
