



DARLEY PRIMARY SCHOOL

'WORKING TOGETHER TO MAKE A DIFFERENCE'

Administration of Medication Policy

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| Background | Sometimes students may have a medical condition that requires them to take medication at school or during school activities like excursions or camps. |
| Purpose of Policy | To explain to parents/carers, students and staff the processes Darley Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions. |
| Who is involved | All Staff & the School Community |
| Expected Outcomes | <ul style="list-style-type: none">● Processes in place for the school to manage administering of medication● Recording of medication is accurate● Medication is administered to students correctly |
| Implementation | <p>This policy applies to the administration of medication to all students. It does not apply to:</p> <ul style="list-style-type: none">● 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 <p>Authority to administer</p> <p>If a student needs to take medication while at school or at a school activity:</p> <ul style="list-style-type: none">● Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:<ul style="list-style-type: none">○ 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.● 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). <p>Parents/carers can contact our office for a Medication Authority Form.</p> <p>Administering medication</p> |

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

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, Darley Primary School will store student medication at the front office/sick bay or fridge outside sick bay.

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 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
- doing so does not create potentially unsafe access to the medication by other students

Warning

Darley Primary School will not:

- in accordance with Department of Education and Training policy, 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 student’s parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available

Medication error

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

| Step | Action |
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| 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.

References/Resources

DET Policy-
<http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>
 Medication Administration Log
 Medication Authority Form

School Council Ratified

2021

Review Date

2024