



# Bungaree Primary School Medication Policy

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## **Purpose**

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. This policy is to ensure Bungaree Primary School stores and administers medication correctly. This relates to all medications including prescription and non-prescription medication.

## **Implementation**

### ***Authority to Administer***

The Principal will obtain authority to administer medication as follows:

- a) **Written advice and instructions:** The school will obtain written advice on a Medication Authority Form (Appendix 1) for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/guardians or adult/independent students.

*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 plan.*

- b) **Clarifying directions:** The Principal will get:
  - clarification about medication from the parents/guardians or adult/independent student, who may need to contact the prescribing medical/health practitioner; and
  - general information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

### ***Administering Medication***

#### ***Administering***

The Principal should encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed, where practicable and medically recommended. Where this is not practicable, the Principal, or their nominee must ensure that:

- all medication to be administered is accompanied by written advice providing directions for appropriate storage and administration;
- medications are supplied in the original bottle or container, clearly labelled with the name of the student, dosage and time to be administered within its expiry date;
- medications are stored according to the product instructions, particularly in relation to temperature;
- 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 (Appendix 2); and
- teachers in charge of students at the time their medication are informed that the student needs to be medicated and can release the student from class to obtain their medication.

#### ***Recording***

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; and
- checking the information noted on the medication log.

Schools can observe and document behaviours for the student's medical/health practitioner.

*Note: It is not the school's role to:*

- *interpret behaviour in relation to a medical condition*
- *monitor the effects of medication.*

### **Warnings**

Bungaree 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; and
- allow use of medication by anyone other than the prescribed student.

*Note: Only in a life threatening 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.*

### **Specialised Procedures**

For information on specialised medical procedures such as injections or rectal valium, the Principal will refer to the DET policy on Complex Medical Needs.

### **Self Administration**

The Principal will consult with parents/guardians or adult/independent students and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.

The school will obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

The self-administered medication will be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

Also at the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, when:

- the medication does not have special storage requirements, such as refrigeration; and
- doing so does not create potentially unsafe access to the medication by other students.

### **Storing Medication**

The Principal will ensure that:

- 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; and
- 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.

### **Medication Error**

If a medication is administered in error, the Principal will take the following steps:

1. If required, follow first aid procedures outlined in the Individual Anaphylaxis Management Plan or other special health care needs of the individual student.
2. Ring the Poisons Information Line on 13 11 26 and give details of the incident and the student.
3. Act immediately upon their advice, such as calling an ambulance, on 000, immediately if advised to do so.

4. Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken.
5. Review mediation procedures at the school in light of the incident.

### **Evaluation**

This policy will be reviewed as part of the school's three year review cycle.

DET School Policy and Advisory Guide: Medication <http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx#2>

REFERENCES:

# 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 (ASCI): <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. Short term medications will require a pharmacy label with written parent permission.

### Medication Required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. 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

### Medication Storage

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

### Medication Delivered to the School

Please ensure that medication delivered to 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.

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## 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](#)).

