

# DISTRIBUTION OF MEDICATION POLICY



## Purpose:

Some students attending school need medication to manage a health condition. It is necessary that teachers (as part of their duty of care) forward the medication in its original packaging to sickbay so that it can be securely stored. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

## Aim:

- To ensure medication is stored and administered correctly.

## Implementation:

- The student's parent/carer may need to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- Students will need supervision when self-administering medication.
- The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication.
- Medication will be administered by school personnel following the processes and protocols which are set out in the Medication Management Procedures ~ **see Appendix A**
  - The medication is authorised in writing by a parent or another authorised person and is in the original container
  - has not expired
  - has an original label and instructions that can be clearly read and, if prescribed by a doctor, has the child's name
  - is administered in accordance with any instructions on the label or from the doctor (dosage and time to be administered).
- Analgesics **such as aspirin, nurofen and paracetamol will not be stored in the school's first aid kit and will not be administered to children at school.**
- The qualified First Aid Officer is responsible for administering medication and needs to ensure that:
  - Permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner prior to administering the medication
  - Parent consent forms are filed in a folder and stored in sickbay
  - The right child has the right medication and the right dose by the right route (for example, oral or inhaled) at the right time
  - All daily administrative medication is recorded on CASES21.
- Medication administered related to specific short term illnesses is recorded electronically on CASES 21

- The first aid officer or school's administrative officers will inform teachers of those students who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the first aid officer.
- The School register will be completed by the first aid officer.
- The school in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.
- Medication will be administered with or without permission in the case of an emergency such as an anaphylactic reaction or asthma attack.
- **Teachers in charge of excursions, camps and sporting events must ensure that consent is sort from parents and all appropriate documentation related to the medication of students is collected prior to the event.**
- **Qualified first aid teachers will be in attendance at camps, excursion and sporting events to distribute, supervise and record the taking of all medication.**

**Note:** It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

**Evaluation:**

- This policy will be every three years as part of the school's review cycle.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy No.</u>	<u>Version No.</u>	<u>Date Produced</u>
September 2019	2022	91	3	Year 2014

**Medication Management Procedures**

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The school has developed procedures for the appropriate storage and administration of prescribed medicines to students by school staff with reference to individual student medical information.

**1. Student Information**

Parents and/or guardians are required to keep the school informed of current medical details concerning students and any current medical conditions and appropriate medical history.

Every student who has a medical condition or illness has an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:

- the usual medical treatment needed by the student at school or on school activities
- the medical treatment and action needed if the student's condition deteriorates

- the name, address and telephone numbers for an emergency contact and the student's doctor

## **2. Administration of prescribed Oral Medication**

Parents/guardians are required to inform the First Aid Officer in writing of any prescribed medication that students need to take during school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Medication Administration Permission Forms are available from the Administration Office and should be completed and signed by the parent/guardian.

All medication sent to school is to be administered by school staff and, parents/guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose, and the time it is to be given.

Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the first aid room

## **3. Administration of Analgesics**

Analgesics are not given to children at school.

# 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 : [DEECD Health Support Planning Policy](#)

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:

Medic-Alert 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? (e.g. orally/topical/injection)	Dates
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>

## 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 (03) 9637 2670.

### AUTHORISATION

Name of Medical/Health Practitioner:	
Professional Role:	
Signature:	
Date:	
Contact Details:	

### PARENT/CARER OR ADULT/INDEPENDENT STUDENT\*\* AUTHORISATION

Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

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

**\*\*Please note:** An 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).

***Respect, Integrity, Self-resilience, Excellence***