

# Flemington Primary School

## Administration of Medication

### Policy



#### 1. PURPOSE AND RATIONALE:

To explain to Parents/Carers, staff and students the processes Flemington Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

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 the School's Anaphylaxis Policy, and
- Specialised procedures which may be required for complex medical care needs.

#### 2. POLICY STATEMENT:

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

#### 3. DEFINITIONS:

- **Medication** – a medicine, or a set of medicines or drugs, used to improve a particular condition or illness.

#### 4. ACTION GUIDELINES:

##### 4.1 Administering Medication

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

- The student's name,
- The required dosage, and
- The time(s) 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 the expired medication to be replaced.

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

- a) 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), and
  - At the correct time of day.
- b) A log is kept of medicine administered to a student.
- c) Where possible, two staff members will supervise the administration of medication.
- d) The teacher in charge of a student at the time their medication is required:
- Is informed that the student needs to receive their medication, and
  - If necessary, release the student from class to obtain their medication.

## 4.2 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.

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.

## 4.3 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, and
- According to packet instructions, particularly in relation to temperature.

For most students, the School will store student medication at the first aid room.

The Principal may decide, in consultation with Parents/Carers and/or on the advice of a student's treating medical/health practitioner that:

- The medication should be stored securely in the student's classroom if quick access might be required, or
- The student can carry their own medication with them, preferably in the original packaging if:
  - The medication does not have special storage requirements, such as refrigeration, and
  - Does not create potentially unsafe access to the medication by other students.

## 4.4 Limitations

The 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; or
- 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.

#### 4.5 Medication Error

If a student takes medication incorrectly, staff will:

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 1126 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.

#### 4.6 Emergencies

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

### 5. MONITORING, REPORTING AND REVIEW:

The School shall maintain records of:

- Completed Medication Authority Forms,
- A registry of all visits to the first aid room by the treating first aider, and
- A log of medication administered by the School.

### 6. RELATED POLICIES AND DOCUMENTS:

- Anaphylaxis Management Policy
- Emergency Management Plan
- First Aid Policy
- Excursions and Camps Policy
- Procedures to Maintain Staff Registers – including staff trained in first aid

### 7. REFERENCES:

- DET School Policy and Advisory Guide - Medication  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- DET School Policy and Advisory Guide - Asthma  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>

## **8. REVISION HISTORY:**

This policy was ratified by School Council in on August 27<sup>th</sup>, 2018.

It will be reviewed as determined by School Council or every 3 years.