



POLICIES- Administering Medication

Rationale

This policy is to ensure that our school stores and administers medication correctly as outlined in the DEECT guidelines. Our schools policy is to be communicated to the school community, protects student privacy and ensures that teachers abide by their duty of care by assisting students to take their medication where appropriate. We will ensure that all medication to be administered is accompanied by written consent by the parents; directions for storage and administration, within its expiry date and in the original bottle clearly labelled. We will also encourage parents/guardians to consider whether they can administer medication outside the school day.

Implementation

Authority to administer

Teachers need to obtain written advice on a Medication Authority Form for all medication to be administered at school.

The student's medical practitioner should complete the form, however if this is not practicable, the Principal may agree that the parent or guardian can complete the form.

At the Principal's discretion, students can carry their own medication, preferably in the original bottle, when it does not need refrigeration or does not create unsafe access by others students.

NOTE: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the students health plan. If a life threatening emergency arises, this requirement can be varied.

Storage

The school will ensure that the medication is stored in the correct manner as specified.

The quantity of medication does not exceed a week's supply except for long-term continuous care arrangements.

The medication is only accessible to staff, away from the classroom and away from the First Aid kit, except where a student has been authorised by the Principal to carry his/her medication.

Administering medication

The Principal or nominee must ensure:

- the correct student receives their correct medication
- the dose is correct, via the correct method at the correct time of the day
- a log is kept of medication administered, checking the dosage and information supplied

NOTE: It is not the schools role to interpret behaviour in relation to a medical condition or monitor the effects of medication but can observe and document behaviours for the student's medical practitioner.

It is not our role to:

- store analgesics as a standard First Aid practice as they mask symptoms
- allow students to take their first dose of medication in case of an allergic reaction
- allow use of medication by anyone other than the prescribed student.

In the case of Medication error the school must:

- follow outlines in the Health Support or Anaphylaxis Plan
- ring POISONS INFORMATION LINE 131126 and give details
- act immediately upon their advice, such as calling an ambulance on 000
- contact parents or guardians to notify them of the error and action taken
- review medication management procedures at the school in light of the incident

Responsibility: Principal and First Aid Co-ordinator

Review date: 2015

Ratification by School Council: 13th May 2014