

## Administration of Medication Policy

### 1 Policy Statement

Students attending Chatham Primary School may need medication to control a health condition. It is necessary that teachers and appointed first aid officers as part of their duty of care, assist students, where appropriate to take their medication. The school will protect the student's privacy and confidentiality to avoid stigmatisation.

This policy outlines the storage and administration of medication. This relates to all medications including prescription and non-prescription medication.

### 2 Guidelines for Action

#### Authority to administer

##### Written advice

The school will obtain written advice on a Medication Authority Form 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 or nurse may agree that the form can be completed by parents/guardians.

Medication to treat asthma or anaphylaxis is not required to be accompanied by the Medication Authority Form as it is covered in student's Action Plan.

See: Related policies for:

- Anaphylaxis
- Asthma (Department)

**The school does not carry any medication other than that supplied by parent/guardian, specifically for their child. As per Education Dept. Regulations**

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### Clarifying Directions

Where required, the school will get:

Clarification about medication from the parents/guardians or adult /independent student, who may need to contact the prescribing medical/health practitioner.

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** When administering any medication to a student on behalf of a parent/guardian, the written advice must be supported by specific written instructions on the original container, such as that on a pharmacist's label noting name of student, dosage and time to be administered.

The first aid officer must ensure that the correct student receives:

- the correct medication
- the correct dose
- the correct day and time
- the correct route

A log is kept of medication administered.

Teachers in charge of students at the time of medication are required:

- to be informed that the student needs to be medicated.
- release the student from class to obtain their medication.

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### Recording

A medication log will be used by the person administering the taking of medication. Good practice is to have two staff members:

- supervising the administration of medication.
- 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.

See: Medication Administration Log (doc – 70.5kb) – Appendix A

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### Warnings

The school will not:

- store or administer analgesics such as Aspirin or Panadol as a standard first aid strategy. (Can mask signs and symptoms of serious illness or injury.)
- allow students to take first dose of any new medication at school. The potential for an allergic reaction should only be done under the supervision of family or health professional.
- allow the use of medication by anyone other than the prescribed student.

Only in a life threatening situation could this requirement be changed, eg. If a student is having an asthmatic episode and their Ventolin puffer is not

readily available, one should be obtained from First Aid and given without delay.

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### **Specialised Procedures**

For information about specialised medical procedures eg.

Specific medication for emergency situations, Rectal Valium, Injections etc.

go to: Complex Medical Care

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### **Storing**

The first aid officer will ensure:

- medication is stored for only the period of time on written instructions.
  - the quantity of medication provided does not exceed a week's supply, except in long term arrangements.
  - medication is stored securely in locked box.
  - medication is stored in a place only accessible by staff who are responsible for administering the medication.
  - medication is stored in First Aid Room away from first aid kit.
  - medication is in its original bottle or box
  - medication be stored appropriately eg. refrigeration.
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### **Self Administration**

The school will consult with parents/guardians to determine

the age and circumstances by which the student can self administer medication. The school will obtain written permission from medical/health professional or parent/guardian on a Medication Authority Form for the student to carry their medication.

Asthma and Anaphylaxis is covered under ASCIA Action Plan and Asthma Foundation Asthma Care Plan.

Ideally, self administered medication should be stored by the school but where immediate access such as asthma, anaphylaxis the medication must be stored where it is easily accessible.

Medication can be carried by the student at the principal's discretion.

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### **Medication Error**

The school is to respond when a medication is given to the

wrong student or incorrect dosage.

- a) If necessary, follow first aid procedures outlined in the student health support plan or anaphylaxis management plan.
- b) Ring the Poisons Information line 13 11 26 giving full details of incident and student.
- c) Act immediately on their advice eg. Calling ambulance on 000
- d) Contact parents/guardian or emergency contact person to notify of the error and action taken.
- e) Review Medication management procedures at the school in view of the incident.

#### **Department resources**

- Medication Administration Log (doc -70.5kb)
- Medication Authority Form (doc – 64kb)

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#### **Other resources**

- ASCIA - Action Plan
- Asthma Foundation - Asthma Action plan

Medication policy prepared, September 2017

**Status: *Approved by School Council – November 2017***

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