



# ADMINISTRATION OF MEDICATION POLICY

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## PURPOSE

To explain to parents/carers, students and staff the processes Altona Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions. The school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication or medical procedures.

## SCOPE

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 our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy Schools should have an Asthma Policy in place if they have a student enrolled who has been diagnosed with asthma.
- specialised procedures which may be required for complex medical care needs.

## POLICY IMPLEMENTATION

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

### Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form available from the school or on the school website and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered within its expiry date
- c. stored according to the product instructions, particularly in relation to temperature.

If necessary, Altona Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

### Authority to administer

- If a student needs to take medication while at school or at a school activity:
- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - o the name of the medication required
  - o the dosage amount
  - o the time the medication is to be taken
  - o how the medication is to be taken



## ADMINISTRATION OF MEDICATION POLICY

---

- the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).
- Parents/carers can contact the school's office staff for a Medication Authority Form.

### Administering medication

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

- the student's name
- the dosage required
- the time 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 medication within the expiry date to be provided.

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

1. 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)
  - at the correct time of day
2. A Medication Log is kept of medicine administered to a student
3. Where possible, two staff members will supervise the administration of medication
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.

### 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.

If the principal decides 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.

**Note:** The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

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



# ADMINISTRATION OF MEDICATION POLICY

---

## 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
- according to packet instructions, particularly in relation to temperature

For most students, Altona Primary School will store student medication within the designated area in 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 student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration
  - doing so does not create potentially unsafe access to the medication by other students.

## Warning

Altona Primary 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
- 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.

**Note:** Only in an 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.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

## For most students

Altona Primary School will store student medication at the front office and/or first aid area. The principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

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



# ADMINISTRATION OF MEDICATION POLICY

## Student Information

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student. This information may be incorporated into a Student Health Support Plan if required. <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx> which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

All staff at Altona Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Altona Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#). Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times. Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide <http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#). Staff will communicate students' health problems to their parents/carers as necessary.

## Medication error

If a student takes medication incorrectly, staff will endeavour to:

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 11 26 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.

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

## General Care Arrangements for ill students

If a student feels unwell, they will be sent to the First Aid Room where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms



## ADMINISTRATION OF MEDICATION POLICY

---

- treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

### General procedures for calling an Ambulance

At times of accidents or illness, the school may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource which should not be used in a frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

- At times of accidents or illness, the First Aid trained staff member/s in attendance may confer with the principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service;
- In doing so, the health and safety of the patient will be the only determining factor. Ambulance membership, or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude;
- Parents (or next of kin or designated adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives;
- In the event of an ambulance being cancelled the parents (or designated adult) will still be required to attend to ensure the wellbeing of the student concerned.;
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene;
- The school's administrative staff will ensure a CASES printout of a student or staff member's details will be available to ambulance officers upon arrival;
- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve;
- Staff members accompanying a student to hospital will be collected by the school, by another adult, or will be returned to school via taxi which will be paid for by the school;
- The principal will ensure that they are aware of the hospital to which the patient is being transported in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

### FURTHER INFORMATION AND RESOURCES

#### Related School Policies

- First Aid Policy
- Anaphylaxis Policy
- Asthma Policy



# ADMINISTRATION OF MEDICATION POLICY

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- Duty of Care Policy
- Excursions and Camping Policy
- Child Safe Policy

## **Related DET Resources**

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)
- DET [Working with Children Suitability Checks](#)

## **EVALUATION AND REVIEW**

This policy will be reviewed as part of the school's review cycle and/or in response to any critical incident and/or if circumstances and regulations change.