



ADMINISTRATION OF MEDICATION POLICY

PURPOSE

To explain to parents/carers, students and staff the processes Richmond Primary will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

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
- specialised procedures which may be required for complex medical care needs.

POLICY

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

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:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - 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. See the bottom of this policy
- 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 Jake De Bono (First Aid Officer) 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 log is kept of medicine administered to a student. This is kept in the front office with the school's first aid officer
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.

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, Richmond Primary School will store student medication 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

WARNING

Richmond 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.

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.

COMMUNICATION

This policy will be communicated to our school community in the following

- Included in staff induction processes
- Available publicly on our school's
- Included as annual reference in school newsletter
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- Medication Policy
- First Aid Policy

Our School policies and documents:

- First Aid Policy
- Health Care Needs Policy
- Asthma Policy
- Anaphylaxis Policy

POLICY REVIEW AND APPROVAL

This policy was last updated on **August 2021** and is scheduled for review in **August 2024**.

Medication Authority Form

For students requiring medication to be administered

This form excludes students with current Anaphylaxis, Allergy or Asthma Action Plans that clearly state required medications and their dosages. Please note: wherever possible, medication should be scheduled outside school hours.

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

If the student has new, ongoing health support requirements, please ensure their *Student Health Support Plan* is updated concurrently with this form. This is available at the office or via the school website under *Notices and Forms*.

Student's Name:	Date of Birth: / /	Year Level:
Name of Medication:		
Dosage (amount):	Time/s to be taken (hh:mm):	
How is it to be taken? (e.g. oral/topical/injection):		
Reason for medication (e.g. cold/flu, headache):		
Dates to be administered:	Start: / /	End: / /
OR <input type="checkbox"/> Ongoing medication – please complete <i>Student Health Support Plan</i>		
Does the student need assistance to administer the medication? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this medication need to be stored in the fridge? <input type="checkbox"/> Yes <input type="checkbox"/> No		

The medication delivered to the school is:

- in its original package
- has a pharmacy label that matches the information included in this form
- within its expiry date
- has a measuring device (for all liquid medications)

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

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer/guardian:	
Signature:	Date:

Name of medical/health practitioner:	
Professional role:	
Signature:	Date:
Contact details:	