



ADMINISTRATION OF MEDICATION POLICY

Policy Statement

Many students attending school need medication to control a diagnosed health condition.

It is necessary that the school (as part of their duty of care) assists students, where appropriate, to take prescribed medication. The school will ensure students' privacy and confidentiality and will exercise sensitivity towards these health needs, to avoid any stigma or embarrassment.

Guidelines

- 2.1 Our school will have an administration of medication procedure, which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.
- 2.2 The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, consideration should be given to whether the medication can be taken outside the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- 2.3 Students will generally need supervision of their medication and other aspects of health care management. The school, in consultation with parents/carers and the student's medical/health practitioner, may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

Program

- 3.1 All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel, following the processes and protocols set out in the Medication Management Procedures of the school (see Appendix A).
- 3.2 In order to ensure that the interests of staff, students and parents/carers are not compromised, medication will only be administered with explicit written instructions from the parent/carer, or in the case of an emergency, with the permission of a medical practitioner.

- 3.3 When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label, noting the name of the student, dosage and time to be administered.
- 3.4 Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol, will not be stored in the school's first aid kit.
- 3.5 The principal (or nominee) administering medication needs to ensure that:
- permission to administer medication has been received from the child's parent/carer, or a medical practitioner
 - the right child has the right medication
 - the right dose is administered by the right route (for example, oral or inhaled)
 - at the right time
 - they write down what they have observed
- 3.6 The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teacher/s may be required to release students at prescribed times so they may receive their medications from the principal or nominee.
- 3.7 The school medication register will be completed by the person administering the medication.
- 3.8 The school, in consultation with parents/carers and the student's medical/health practitioner, will consider the age and circumstances by which the student could be permitted to self-administer their medication.
- 3.9 Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

Note: It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

Links and Appendices (including processes related to this policy)

Links which are connected with this policy are:

- DEECD Medication Policy
<http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx#mainContent>

- DEECD Anaphylaxis Policy
<http://www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx#mainContent>
- DEECD Health Support Planning Policy
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
- Asthma Foundation Victoria webpage
<http://www.asthma.org.au/>

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

Date Implemented	
Approved By	
Approval Authority (Signature & Date)	
Responsible for Review	Principal
Review Date	

Appendix A

Medication Management Procedures

The school has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student medical information.

Student Information

Parents and/or guardians are required to keep the school informed of current medical contact details concerning students, any current medical conditions and appropriate medical history.

Every student who has a diagnosed medical condition or illness must have an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:

- the usual medical treatment needed by the student, at school or on school activities
- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers of emergency contacts and the student's doctor

Administration of Prescribed Oral Medication

Parents/carers are required to inform the principal, in writing, of any prescribed medication that students need to take during school hours.

Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.

Medication Administration Permission Forms are available from the School Office, and should be completed and signed by the parent/carer.

Certain students may be capable of taking their own medication, while other students will need assistance from staff. This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff, and parents/carers are required to supply medication in an original container that gives the name of the medication, name of the student, the required dose, and the time it is to be given.

Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the school's first aid room.

Administration of Analgesics

Analgesics are only to be given following permission of parents/guardians, and are to be issued by a staff member who maintains a record to monitor student intake. Analgesics must be supplied by the parents.

Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Symptoms of asthma commonly include

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis, and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

1. Student Asthma Information

Every student with asthma attending the school will have a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.

This plan will be attached to the student's records and updated annually, or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
- name, address and telephone number of an emergency contact
- name, address and telephone number (including an after-hours number) of the student's doctor

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during school hours must have their medication use, date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay, after each dose, to monitor their condition.

2. Asthma Medication

There are three main groups of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device.

Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications will be easily accessible to students at all times, preferably carried by the student with asthma. All students with asthma are encouraged to recognise their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at school.

Preventer medications come in autumn colours (for example brown, orange, and yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and will generally not be seen in the school environment.

Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day.

Symptom controllers and preventer medications are often combined in one device. These are referred to as combination medications and will generally not be seen at school.

Appendix B

Medication Authority Form

for a student who requires medication whilst at Briar Hill Primary School

This form should be completed ideally by the student's Parent or Guardian, for all medication to be administered at school.

For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead.

For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead.

Name of School: BRIAR HILL PRIMARY SCHOOL

Student's name: _____ Class: _____

Date/s: _____

Please note: Wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

Name of Medication/s	Dosage & amount	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start date: / / End Date: / /
				Start date: / / End Date: / /
				Start date: / / End Date: / /

Storage instructions for the medication

Medication delivered to the school

Medication delivered to the school:

- MUST be in its original package
- MUST include a pharmacy label which matches the information included in this form.

Authorisation

Name of Parent/Carer _____

Signature: _____

Date: _____