



Cranbourne East Primary School Administration of Medication Policy 2014

RATIONALE

Many students attending school need medication to control a health condition. It is necessary that staff (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the student's privacy and confidentiality and will exercise sensitivity towards administration of medication and avoid stigmatisation.

GOALS

Cranbourne East Primary School will have administration of medication procedures, which outline the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at the school.

IMPLEMENTATION

- The Principal at Cranbourne East Primary School will nominate the First Aid Officer, to be responsible for administering medication to students.
- The First Aid Officer administering medication needs to ensure that the right child receives:
 - Their correct medication,
 - In the proper dose,
 - By the right method such as oral or inhaled,
 - At the right time of day.A medication log is to be used by the first aid officer.
- The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.
- All parent requests for the administration of medication by the school to their child must be in writing on the Medication Authority Form and be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, directions for storage, dosage and time to be administered (original medications bottle or container should provide this information) and within its expiry date.
- Medication is to be stored:
 - * According to product instructions, particularly in relation to temperature and stored securely to minimize risk to others,
 - * And accessible by staff who are responsible for administering the medication,
 - * Away from the classroom and away from the first aid kit,
 - * For the period of time specified in the written instructions received,

- * The quantity of medication provided does not exceed a week's supply, except in long term continuous care arrangements.
- Students will not be permitted to self-administer medications except in the case of students administering asthma puffers.
- Non-prescribed oral medications will not be administered by school staff without the written permission of the parent and support in writing by the health practitioner.
- All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential register located in the school office.
- All students with specific health needs will have the appropriate individual health management plan completed and attached to their student records for example; School Asthma Plan, Anaphylaxis Management Plan.
- Parents are to consider whether they can administer medication outside of the school day, such as before or after school and before bed.
- Parents of students that may require injections are required to meet with the Principal to discuss the matter.
- It is not the schools role to interpret behaviour in relation to a medical condition or monitor the effects of medication.
- The school will not:
 - * 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 family or health practitioner.
 - * Allow the use of medication by anyone other than the prescribed student.
- Medication error describes how the school responds when a student has taken medicine incorrectly:
 - * Follow procedures in the Student Support Health Plan or Anaphylaxis Management Plan,
 - * Ring the **Poisons Information Line 13 11 26** and give details of the incident and student,
 - * Act immediately upon their advice, such as calling ambulance on 000,
 - * Contact the parents or the emergency contact details person to notify them of the medication error and action taken,
 - * Review medication management procedures at the school in light of the incident.

EVALUATION

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

Ratified by School Council: 26th February 2014