

# Willaura Primary School

## MEDICATION

### POLICY

#### **Rationale:**

- Teachers and schools are often asked by parents to administer medication for their children whilst at school. It is important that that such requests are managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff.

#### **Aims:**

- To ensure the medications are administered appropriately to students in our care.

#### **Implementation:**

- Children who are unwell should not attend school.
- The Principal or Business Manager (First Aide Officer) are responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered as a first response to a medical issue, as they can mask other symptoms.
- All parent requests for staff to administer prescribed medications to a child must be in writing on the form provided and should be approved by the child's medical practitioner or pharmacist.
- Parents should consider the possibility of administering medication outside of school times.
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school, staff and parental responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification from the parents. Schools are not required to interpret behaviour in terms of medical conditions.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented.
- Student medication must be stored securely to minimise risk to others, away from the classroom, and away from the first aid kit and in the refrigerator if necessary.
- The quantity of medication stored at school must not exceed a weeks supply, except in long-term continuous care arrangements.
- Consistent with the departments Asthma, Anaphylaxis and Diabetes policies, students with these medical condition do not need to fill in the attached form, as their asthma, anaphylaxis or diabetes management plan will outline medication use.
- Classroom teachers will be informed by the Principal of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Business Manager (First Aid Officer) or Principal.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medications register located in the school office by the Principal.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.

- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.
- A Medication Log will be used by the person administering the medication to record details every time medication is administered to a student.
- Schools can document and communicate behaviour for the student's medical practitioners, but it is not the schools role to interpret behaviour in relation to a medical condition or monitor the effects of medication.
- Only in a life threatening emergency can medication processes 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.
- Schools should consult with parents/guardians and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.
- Ideally, the self-administered medication should still be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location. This will be outlined in the student's individual management plan.
- At the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, when the medication does not have special storage requirements, such as refrigeration, and when doing so does not create potentially unsafe access to the medication by other students.

### **IN THE CASE OF A MEDICATION ERROR**

- If required, follow first aid procedures outlined in the students Health Support Plan (e.g. asthma, anaphylaxis, diabetes).
- Ring POISONS INFORMATION LINE 13 11 26 and give details of the incident and student.
- Act immediately on their advice, such as calling 000.
- Contact parents/guardians or the emergency contact person to notify them of the medication error and action taken.
- Review medication procedures in light of the incident.

#### **Evaluation:**

- This policy will be reviewed as part of the school's two-year review cycle.

This policy was last ratified by School Council in....

**June 2016**

# MEDICATION REQUEST FORM

**DATE:**

**PARENTS NAME:**

**ADDRESS:**

**TELEPHONE:**

(Business Hours)

I request that my child \_\_\_\_\_ be administered the following medication  
(Child's Name )  
whilst at school, as prescribed by the child's medical practitioner.

**NAME of MEDICATION:**

**DOSAGE (AMOUNT):**

**TIME/S of MEDICATION:**

**STORAGE INSTRUCTIONS:**

**EXPIRY DATE:**

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Medical Practitioners Name)

\_\_\_\_\_  
(Medical Practitioners Signature)

Medical Practitioners Notes: