

# ADMINISTRATION OF MEDICATION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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Email: [seaholme.ps@education.vic.gov.au](mailto:seaholme.ps@education.vic.gov.au)

## PURPOSE

The purpose of this policy is to explain to parents/carers, students and staff the processes Seaholme 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

The school is committed to taking all reasonable steps to provide a safe environment for students, including ensuring staff fulfil their duty of care in relation to any medication or medical procedures. Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. Seaholme Primary School will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

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

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. Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a [Student Health Support Plan](#). The Health Plan will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

## Medication Management Procedures

All medication to be administered at school must be:

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

If necessary, the principal may need to consult with parents/carers or medical practitioners 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).

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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 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.

## Authority to administer

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 front office**) 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.

**Note:** 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.

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:

- a. the name of the medication required
- b. the dosage amount
- c. the time the medication is to be taken
- d. how the medication is to be taken
- e. the dates the medication is required, or whether it is an ongoing medication
- f. 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.

## Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that the student receives:

- a. the correct medication;
- b. in the correct dose;
- c. via the correct method (such as orally or inhaled);
- d. at the correct time of day;
- e. a log is kept of the medicine administered; and
- f. Medication Authority Form has been completed.

The School Medications Register will be completed by the person administering the medication (including at least two staff members):

- supervising the administration of medication
- checking the information noted on the medication log.

**Warning:** Seaholme Primary School **will not**:

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- 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.

**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.

## Self-Administration

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student. The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

**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

## Storing Medication

Seaholme Primary School principal (or their nominee) will put in place arrangements to ensure:

- medication is stored 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
- medication is stored:
  - a. securely to minimise risk to others
  - b. in a place only accessible by staff who are responsible for administering the medication
  - c. away from the classroom (unless quick access is required)
  - d. away from the first aid kit
  - e. according to packet instructions, particularly in relation to temperature.

## For most students

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

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## 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. Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan: [Student Health Support Plan](#), 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 Seaholme 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.

Seaholme 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 [DET Medication Policy](#)

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.

## 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
- 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.

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- 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.

## COMMUNICATION

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

- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in staff induction processes and staff training
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Anaphylaxis Management Policy
- Asthma Management Policy
- Camps and Excursions Policy
- Child Safety and Wellbeing Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy

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- Yard Duty and Supervision Policy

Available from the school office and/or on the website:

- Medication Authority Form
- Student Health Support Plan
- Asthma and Anaphylaxis First Aid Kits

## Related DET Resources

### Policy and Advisory Library (PAL)

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Care Needs Policy](#)
- [DET Asthma Policy](#)

## POLICY REVIEW AND APPROVAL

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

Policy last reviewed	October 2022
Approved by	Principal
Consultation	School Council noting October 2022
Next scheduled review date	October 2026