

# Tyers Primary School – Administration of Medication Policy

## Purpose of this policy

Tyers Primary School is committed to taking all reasonable steps to provide a safe environment for students, ensuring staff fulfill their duty of care in relation to the storage and administration of medication. This policy relates to all medications including prescription and non-prescription medication.

From time to time, students attending school may require medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy. Tyers Primary School will follow the Department of Education and Training (DET) policies and procedures in relation to the administration of medication for students, refer School Policy and Advisory Guide (SPAG).

These are available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

Tyers Primary school will:

- protect student privacy and confidentiality to avoid any stigmatization,
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate,
- ensure all medication to be administered is:
  - accompanied by written advice providing directions for appropriate storage and administration,
  - in the original bottle or container clearly labeled with 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., and
- encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

## Implementation

### Authority to administer

This table describes how schools obtain authority to administer medication.

Item	Description
Written advice and directions	<p>Tyers Primary School will obtain written advice on a Medication Authority Form (refer Appendix 1: Medication Authority Form) for all medication to be administered by the school. The form should be completed by the student’s medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the principal may agree that the form can be completed by parents/guardians (see: <a href="#">Department resources</a>).</p> <p><b>Note:</b> Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student’s health plan.</p> <p>See: <a href="#">Related policies</a> for:</p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Anaphylaxis</li> <li>• Health Support Planning forms.</li> </ul>

Item	Description
Clarifying directions	<p>Tyers Primary School will get:</p> <ul style="list-style-type: none"> <li>• clarification about medication from the parents/guardians or adult/independent student, who may need to contact the prescribing medical/health practitioner.</li> <li>• general information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.</li> </ul>

### Administering medication

Item	Description
Administering	<p>The principal, or their nominee must ensure:</p> <ul style="list-style-type: none"> <li>• that the correct student receives: <ul style="list-style-type: none"> <li>▪ their correct medication,</li> <li>▪ in the proper dose,</li> <li>▪ via the correct method, such as inhaled or orally,</li> <li>▪ at the correct time of day.,</li> </ul> </li> <li>• a log is kept of medicine administered,</li> <li>• teachers in charge of students at the time their medication is required: <ul style="list-style-type: none"> <li>▪ are informed that the student needs to be medicated,</li> <li>▪ release the student from class to obtain their medication.</li> </ul> </li> </ul>
Recording	<p>A medication administration log (Refer Appendix 2) will be used by the person administrating the taking of medicine. Good practice is to have two staff members:</p> <ul style="list-style-type: none"> <li>• supervising the administration of medication,</li> <li>• checking the information noted on the log.</li> </ul> <p>Tyers Primary School can observe and document behaviours for the student's medical/health practitioner.</p> <p><b>Note:</b> It is not the school's role to:</p> <ul style="list-style-type: none"> <li>• interpret behaviour in relation to a medical condition,</li> <li>• monitor the effects of medication.</li> </ul>
Warnings	<p>Tyers Primary School should not:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• allow use of medication by anyone other than the prescribed student.</li> </ul> <p><b>Note:</b> Only in a life threatening 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.</p>

Item	Description
Specialised procedures	For information on specialised medical procedures such as injections or rectal valium see: <a href="#">Complex Medical Care Support</a> .
Self administration	<p>Tyers Primary School will consult with parents/guardians or and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.</p> <p>Tyers Primary School will obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.</p> <p>Ideally, the self administered medication should 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.</p> <p>Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, when:</p> <ul style="list-style-type: none"> <li>the medication does not have special storage requirements, such as refrigeration,</li> <li>doing so does not create potentially unsafe access to the medication by other students.</li> </ul>

### Storing medication

Tyers Primary School will 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:
  - securely to minimise risk to others,
  - in a place only accessible by staff who are responsible for administering the medication,
  - away from the classroom,
  - away from the first aid kit.

### Medication error

This table describes how schools respond when a student has taken medicine incorrectly.

Step	Action
1	<p>If required, follow first aid procedures outlined in the:</p> <ul style="list-style-type: none"> <li>Student Health Support Plan, or</li> <li>Anaphylaxis Management Plan.</li> </ul> <p>See: <a href="#">Related policies</a> for:</p> <ul style="list-style-type: none"> <li>Anaphylaxis</li> <li>Health Care Needs.</li> </ul>

Step	Action
2	Ring the <b>Poisons information Line, 13 11 26</b> and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4	Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
5	Review medication management procedures at the school in light of the incident.

## Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Supervision and Duty of Care Policy
- Care Arrangements for Ill Students Policy

## Links and references

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Related Legislation

- *Education and Training Reform Act 2006*

## Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the ministration of Medication Policy and revise the policy tri-annually or as required by completing a policy review.

Administration of Medication Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 14/06/2016.

## Appendix 1: Medication Authority Form



### Medication Authority Form

(for a student who requires medication whilst at school)

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at Tyers Primary 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. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_

Review date for this form: \_\_/\_\_/\_\_\_\_

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.

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg. Orally/topical/injection)	Dates
				Start date: / / End date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End date: / / <input type="checkbox"/> Ongoing medication

### Medication Storage

Please indicate if there are specific storage instructions for the medication:

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## Medication delivered to the school

Please ensure that medication delivered to school:

- Is in its original packaging.
- The pharmacy label matches the information included in this form.

## Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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## 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

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<b><u>Authorisation:</u></b>
<b>Name of Medical/health practitioner:</b>
Professional Role:
Signature: Date:
Contact details:
<b>Name of Parent/Carer or adult/Mature minor**:</b>
Signature: Date:

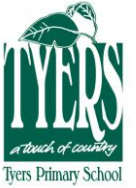
If additional advice is required, please attach it to this form.

\*\*Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).

## Appendix 2: Medication Administration Log

### Medication Administration Log

This log should be completed by the person administering the taking of medication.



Name of student: \_\_\_\_\_

Year level: \_\_\_\_\_

Family Name (please print)

First Name (please print)

Date <i>xx/xx/xxxx</i>	Time	Name of Medication	Tick When Checked (v)				Comments	Name of staff (Please print & initial)
			Right Child	Right Medication	Right Dose	Right Route (oral/inhaled)		

**Record for cross-checking:** Where possible two staff members should verify correct administration of medication and information recorded on this log.

Name of Medication:	Prescribed Dose: