



## Student Medication Policy

### RATIONALE

To ensure Staff at Healesville Primary School store and administer medication correctly. This policy relates to all medications including prescription and non-prescription medication.

### AIM

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. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

### IMPLEMENTATION

Our school will have a medication management policy that::

- outlines the school's processes and protocols
- is ratified by the school council
- is communicated to the school community
- protect student privacy and confidentiality to avoid any stigmatisation
- 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
- encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

### **Authority to Administer**

Schools should obtain written advice on a 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 or adult/independent students

**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 health plan.

## **Administering medication**

The principal (or nominee) administering medication needs to ensure that:

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
- at the right time; and
- that they write down what they have observed
- permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner
- the Medication Administration Log has been completed, witnessed and signed.

## **Recording**

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Healesville Primary School follows Best Practice by having two staff members:

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

Staff can observe and document behaviours for the student's medical/health practitioner however it is **NOT** the school's role to:

- interpret behaviour in relation to a medical condition
- monitor the effects of medication.

## **Healesville Primary School staff 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 use of medication by anyone other than the prescribed student.
- **Note:** Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own reliever puffer is not readily available, one should be obtained and given without delay.

## **Storing medication**

Schools should 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 (unless quick access is required)
  - away from the first aid kit.
  - according to packet instructions, particularly in relation to temperature

## **Medication error**

The school will respond when a student has taken medicine incorrectly by following the following steps

If required, follow first aid procedures outlined in the Student Health Support Plan, or Anaphylaxis Management Plan.

Ring the **Poisons information Line, 13 11 26**, give details of the incident and student, and act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.

Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken

Review medication management procedures at the school in light of the incident.

## **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.

### **1. Student Information**

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

Every student who has a medical condition or illness has 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 for an emergency contact and the student's doctor

### **2. Administration of prescribed Oral Medication**

Parents/guardians are required to inform the principal in writing of any prescribed medication that students need to take in 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 Administration Office and should be completed and signed by the parent/guardian.

Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from teachers. 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/guardians are required to supply medication the original pharmacy container with the pharmacist's sticker intact that gives the name of the medication, name of the student, the 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 office security room.

### 3. Administration of Analgesics

Analgesics are only to be given following written permission of parents/guardians and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

### 4. 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.

#### 4.1 Student Asthma Information

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

This plan is 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 attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.

#### Healesville Primary School will not:

- allow use of medication by anyone other than the prescribed student.
- 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.

**Note:** 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.

## 4.2 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 can be 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.

### **REFERENCES**

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

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

### **Related legislation**

- *Working with Children Act 2005* [http://www.austlii.edu.au/au/legis/vic/consol\\_act/wwca2005232/](http://www.austlii.edu.au/au/legis/vic/consol_act/wwca2005232/)

### **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

### **EVALUATION**

This policy will be reviewed in accordance with the Healesville Primary School Policy Review Timeline more often if necessary due to changes in regulations or circumstances

Endorsed by:	School Council
Approved by:	School Principal
Review Date:	2023 - -