Rationale

Buninyong Primary School recognises that as well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical well-being of students. Many students attending school need medication to control illnesses such as asthma and epilepsy, and other conditions including hyperactive behaviour. Is is essential that we, as a school, provide clarity around the expectations and procedures to ensure these medications are administered in a safe manner.

Aims

The aim of this policy is to ensure all students at Buninyong Primary School are administered medications to assist their medical needs in a safe and responsible manner. We also aim to provide clarity for parents/carers and staff as to how we manage this process so that we can all work effectively and safely to ensure a child’s health is maintained.

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Definitions

**Anaphylaxis** - An acute allergic reaction to an antigen (e.g. a bee sting) to which the body has become hypersensitive.

**Asthma** - A respiratory condition marked by attacks of spasm in the bronchi of the lungs, causing difficulty in breathing. It is usually connected to allergic reaction or other forms of hypersensitivity.

**Epinephrine auto-injector** - A device used to manage potentially life-threatening anaphylactic reactions to allergens. Epinephrine is the first-line treatment for life-threatening allergic reactions.

**Inhalant** - A medicinal preparation for inhaling.

**Intermittent** - Occurring at irregular intervals; not continuous or steady.

**Medication** - Any substance which is supplied by a pharmacist or health practitioner. The term also includes ‘over the counter’ and natural therapy products.

**Medication Administration Officer** - A nominated school representative in charge of administering medication to students in accordance with the parameters set by their parents/carers and outlined in the Medication Authorisation Form. These officers also oversee the process (E.g. Checking in and out of medication, storing, etcetera).

**Medication Authorisation Form** - A form in which parents/carers outline the need for medication to be administered (the date, dosages and times of administration) and authorise the school to administer on their behalf.

**Medication Administration Log** - A log of medication that has been administered by Medication Administration Officers to a student during times in which the student falls under the duty of care of the school.

**Roles and Responsibilities:**

This policy applies to all students under the school’s jurisdiction where school staff assume responsibility.

**Parents and Carers**

It is the parent/carer’s responsibility to:

- Make the school aware that their child’s medical condition requires them to have medication administered during school hours.
- Authorise the school to administer their child’s medication (both prescription and intermittent) through completing the ‘Medication Authorisation Form’ at the school’s main office. This form includes outlining the details of the medication, administration times and dosages to be administered and must be signed by the student’s parent or legal guardian. Other carers cannot sign this form. E.g. Grandparents, siblings, aunts, uncles, etc.
- Ensure that medication is provided to the school in a clearly marked labelled container (preferably original packaging) and be accompanied by the prescription dosage.
- Provide the school with an Anaphylaxis or Asthma Management Plan (When a parent/carer is aware that their child has Asthma/Anaphylaxis).
○ It is also expected that these plans will be updated regularly and new plans communicated to the school.
● Provide our office with an inhaler or Epinephrine auto-injector. Parents/carers may choose to have an additional inhaler/Epinephrine auto-injector stored securely in the student’s bag if they are able to self-administer (When a parent/carer is aware that their child has Asthma/Anaphylaxis).
● Work with the school to implement the school’s health-related policies and procedures.

**Staff:**

It is a staff member’s responsibility to:

● Act in accordance with this medication policy.
● Refer a parent/carer to the office, should a parent/carer come to them with medication intended for their child.
● Inform the Medication Administration Officer(s), should a student bring medication to school. This will then be followed up by the Medication Administration Officer who will contact the child’s parents/carers for clarification.
● Provide medication to a student using the responsibilities outlined in the role of a Medication Administration Officer (Including the signing in and out of the medication), should the role be delegated to them for camps/excursions.

Whilst on school camps/excursions, one staff member will assume the role of Medication Administration Officer and administer medications in accordance to the child’s Medication Authorisation Form. A log of medication that has been administered will also be kept and provided to the parent/carer at the completion of the school excursion/camp.

**Medication Administration Officers:**

It is a Medication Administration Officer’s responsibility to:

● Ensure that the procedures outlined in this document are upheld.
● Ensure that all medication is registered, stored securely authorised and accounted for (use of sign in/out register).
● Administer all medication in accordance with the signed medication authorisation form, including the preliminary checks to ensure:
  ○ The correct student
  ○ The correct medication
  ○ The correct time of the medication
  ○ The correct dosage of the medication
● Register all medication that has been administered on a child’s medication administration log and sign.
● Notify parents/carers via telephone before administering intermittent medication that has been supplied by parents/carers.
Please note:

The school's Medication Administration Officers are:

Janine Fowler (Office Administrator - Buninyong Campus)
Shaun O’Loughlin (Campus Leader - Scotsburn Campus)

In the event of the Medication Administration Officer being absent, the role will be delegated to:

Tracey-Lee Stevens (Office Administrator - Buninyong Campus)
Scott McGlynn (Assistant Principal - Buninyong Campus)
Rebecca Wood (Classroom Teacher - Scotsburn Campus)
Kelly Geddes (Classroom Teacher - Scotsburn Campus)

If a Medication Administration Officer is uncomfortable in administering a medication for any reason, they may refuse to do so and delegate to another Medication Administration Officer. In cases where there is uncertainty, parents/carers will be contacted by telephone for clarification.

School Leadership

It is the school leadership’s responsibility to:

- Monitor that the procedures outlined in this document are upheld.
- Ensure that all staff and parents/carers are aware of this policy and their core responsibilities.
- Ensure all staff are trained in administering Epinephrine auto-injectors and Ventolin in accordance with management plans.
- Allocate resources effectively to ensure this policy can be upheld to the highest of standards.
- Agenda this policy to be reviewed and ratified at school council on an annual basis.

Storage of Medications

- All medications will be stored securely in the school’s main office (and securely in the Admin building at Scotsburn).
- Student-specific medication will be clearly-labelled and be kept for the sole use by that student.
- Students are not permitted to be in possession of any medication at any time. Exceptions to this are:
  - Additional reliever inhalers - for use by asthmatic students who can self-administer. Another (central) inhaler will also be stored in the school office.
  - Additional Epinephrine auto-injectors - where a student is able to self-administer, they may have an additional Epinephrine auto-injector stored securely in a case in their school bag. Another (central) Epinephrine auto-injector will also be stored in the school office.
  - Throat lollies - e.g. soothers that are used for the relief of painful throats. Students must be instructed not to share with other students.

The school will supply additional (in date) Epinephrine auto-injectors and inhalers for added safety.
Inhalants

- Asthma will be managed according to the Victorian Schools Reference Guide and the school’s Asthma Policy.
- Students should carry their blue reliever medication with them as needed. If a child is unable to coordinate the use of reliever medication, parents/carers may request that staff assist the child.
- Ventolin inhalers must be taken on all excursions and camps where the student is attending.
- As outlined above, it is a requirement that parents/carers of students with Asthma Management Plans provide our office with a copy of the plan and a Ventolin inhaler.
- If a situation arises where a child NOT known to have asthma experiences asthma-like symptoms, Ventolin will be given as advised in the Victorian Schools Asthma Policy for Asthma First Aid and parents/carers will be contacted.

Epinephrine Auto-injectors

- Anaphylaxis will be managed according to the Victorian Schools Reference Guide.
- Parents have the responsibility to provide Epinephrine auto-injectors for students with life threatening allergies. The school is obliged to keep an emergency Epinephrine auto-injector on the premises.
- Epinephrine auto-injectors will be stored in the main office, in an unlocked location accessible to all staff. The area is clearly labelled and the Epinephrine auto-injector is clearly marked with the child’s name, class and the individual student’s ‘Anaphylaxis Action Plan’.
- Epinephrine auto-injectors must be taken on all excursions and camps where the student is attending.

Policies/Resources Referenced

- Victorian School’s Reference Guide
- Medication Authorisation Form
- Medication Administration Log
- Australasian Society of Clinical Immunology and Allergy (ASCIA) Anaphylaxis Management Plan
- National Asthma Council of Australia (NACA) Asthma Management Plan
- Buninyong Primary School’s Asthma Policy
- Buninyong Primary School’s Anaphylaxis Policy

Evaluation

This policy will be reviewed every 2 years or when a significant change is required. Next review date is scheduled in August 2019.