

ADMINISTRATION OF MEDICATION POLICY

Last updated 14th May 2021

PURPOSE

To explain to parents/carers, students and staff the processes Buninyong Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

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
- specialised procedures which may be required for complex medical care needs.

POLICY

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

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to complete and sign a medical authority form and include:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.

Parents/carers can contact Buninyong Primary School office staff for a Medication Authority Form.

Administering medication

Any prescription medication to be administered at school needs to be clearly labelled with the pharmacy label, noting:

- the student's name
- the dosage required.

Any over the counter medication must be in its original packaging.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, two staff members will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. The teacher in charge of a student at the time their medication is required to:
 - be informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Self-administration of medication is not permitted except for an asthma reliever where a parent deems this appropriate.

Storing medication

Medication is generally stored in the school office except for asthma relievers as noted above.

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:
 - 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.

Warning

Buninyong Primary School will not:

- 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, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

FURTHER INFORMATION AND RESOURCES

First Aid policy

Management of ill Students policy

REVIEW CYCLE

This policy was last updated on 18th May, 2021 and is scheduled for review in May, 2024.