



ASCOT VALE PRIMARY SCHOOL STUDENT MEDICATION MANAGEMENT POLICY

Reviewed July/Aug 2016. Passed by School Council 17th October 2016

PURPOSE

Ascot Vale PS is committed to student health and wellbeing. All medication taken by students at school must be authorised, stored, administered and recorded correctly, as directed in this policy. This relates to all medications including prescription and non-prescription medication. Where possible all medication should be administered by parents or carers outside the school day. Children that are unwell should not attend school.

AUTHORITY TO ADMINISTER

All parent or carer requests to administer any prescribed medications to their child must be in writing on the Medication Authority Form, clearly written and with all sections completed including being signed by a medical practitioner. Non-prescribed medications (for example: Paracetamol or nasal sprays) will not be administered or stored by school staff unless a parent or carer has completed a Medication Authority Form – see link below. Please note, a Medication Authority Form for non-prescription medication is not required to be signed by a medical practitioner. It must be signed by the parent / carer.

Medications for the treatment of Anaphylaxis and Asthma do not need a completed Medication Authority Form. This information should already be covered in each student's individual Anaphylaxis or Student Asthma Action Plan, signed by a medical practitioner. If a current Asthma Action Plan is not provided, a Medication Authority Form must be completed.

Verbal requests to administer medication will not be accepted. Staff will ask parents or carers to complete a Medication Authority Form.

MEDICATION

All student medication must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled 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

Note: It is the parent's or carer's responsibility to ensure that medication is within its expiry date.

STORAGE

Medication is stored according to the product instructions, either in the First Aid Room or the staff refrigerator (if required) to minimise risk to others. It is not locked away, but is stored in a place only accessible to staff who are responsible for administering the medication, away from the classroom and away from the first aid kits. Teachers and students are not to keep medication in the classroom unless this is agreed to and clearly written on the Medication Authority Form. (This is not required for Anaphylaxis and Asthma medications as this is covered in students' individual Anaphylaxis or Student Asthma Action Plans certified by a medical practitioner.)

On receiving authorised medication the school will confirm and document the quantity of medication dispensed in the Medical log (stored with the student's medication and Medication Authority Form in the First Aid Room).

Medication is stored for the period of time specified in the written instructions received in the Medication Authority Form. The quantity of medication provided should not exceed a week's supply, except in long-term continuous care arrangements. Any unused medication is to be released to parents and carers only, unless specific instructions are left with the school and/or the teacher in charge.

All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential, official loose-leaf medication log located in the First Aid Room. Students and visitors to the First Aid Room will not have access to most of this information (with the exception of Anaphylaxis Action Plans, which are displayed in the First Aid Room with parent or carer permission).

ADMINISTRATION OF MEDICATION

The teacher or staff member who administers the medication **MUST** ensure that:

- the student is released at prescribed times so that they may visit the school office and receive their medication.
- the student receives the correct medication, in the proper dose, via the correct method (such as orally or inhaled) and at the correct time of day.
- a log is kept of medicine administered. Medical logs will be housed with the student's medication and Medication Authority Form in the First Aid Room and will be clearly labelled.

Good practice is to have 2 staff members present when administering medication to students. This is not always possible.

Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications log/register. Completed pages will be returned to the official medications register on return of the excursion or camp to school.

Staff may observe and document behaviours of a student for their medical/ health practitioner, although it is not the school's role to interpret behaviour in relation to a medical condition or to monitor the effects of medication.

THE SCHOOL WILL NOT

Ascot Vale Primary School staff will not:

- Interpret behaviour in relation to a medical condition
- Monitor the effects of medication
- Store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy
- 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 medical health practitioner
- Allow the use of medication by anyone other than the prescribed student

MEDICATION ERROR

Medication Error

The following steps describes the school's response when a student has taken or been given medicine incorrectly.

- 1) If required, follow first aid procedures outlined in the student's Anaphylaxis or Student Asthma Action Plan.
- 2) Ring the poisons information line on 131126, and give them the details of the incident and student.
- 3) Act immediately upon their advice, such as calling an ambulance if advised to do so.
- 4) Contact the parents or carers, notifying them of the medication error and the action being taken.
- 5) Review medication management procedures at the school in the light of the incident.

AVPS MEDICATION AUTHORITY FORM

A copy of our medication authority form can be found online at:

<http://www.avps.vic.edu.au/documents/MedicalAuthorityFormAVPS.pdf>

REFERENCES

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

This Policy will be reviewed every 3 years or as required. The next review is scheduled for October 2019.