The Policy

Rationale

Ascot Vale PS aims to provide a welcoming, supportive, and emotionally and physically secure learning and working environment for every member of the school community. Children that are unwell should not attend school.

Aim

Ascot Vale PS aims to ensure that all medication is stored and administered correctly. This relates to all medications including prescription and non-prescription medication.

Implementation - Authority, Administering and Storing Medication

- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless a parent or carer has:
  - Completed a medication authority – see attached (a practitioner does not need to complete this)
  - Labeled the medication clearly with the child’s name

- All parent or carer requests to administer any prescribed medications to their child must be in writing on the medication authority form provided, signed by a medical practitioner and must be supported by specific written instructions including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information clearly labeled)

- It is the parent or carers responsibility that medication is within its expiry date

- Students who suffer from Anaphylaxis and Asthma do not need a completed medical authority form. This information should already be covered in their relevant health plans, signed by a medical practitioner

- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the office staff, who in turn:
  - ask parents or carers to complete a medication authority form
  - if further clarification is needed, seek a meeting or discussion with parents to confirm details of the medication authority form to outline school staff responsibilities
• Requests for prescribed medications to be administered by the school ‘as needed’ will cause the office staff to seek further written clarification from the parents

• All student medications must be in the original containers, must be labeled, must have the quantity of tablets confirmed and documented, and must be stored in either the first aid room or staffroom refrigerator, whichever is most appropriate

• 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 students with Anaphylaxis and Asthma – as this is covered in their respective action plans certified by a medical practitioner)

• The teacher or staff member who administers the medication MUST ensure that the student:
  o Receives their correct medication, in the proper dose, via the correct method at the correct time of day
  o A log is kept (in the first aid room) of medicine administered (medical logs will be housed with the students medication and medication authority form and will be clearly labeled)
  o is released at prescribed times so that they may visit the school office and receive their medication

• Good practice is to have 2 staff members present when administering medication to students,

• 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 confidential official loose-leaf medications register located in the First Aid Room. Students and visitors to the First Aid Room will not have access to most of this information (for eg, all anaphylaxis action plans are encouraged to be displayed in the first aid room and have parent or carer permission to do so)

• At the beginning of the school year, parents or carers with be asked to sign a form, allowing the school permission to publish photos for medical identifying purposes (eg displayed in the staffroom, first aid room, secure teacher access online and for casual relief teachers)

• 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 register. Completed pages will be returned to the official medications register on return of the excursion to school.

• Staff may observe and document behaviours of a student for their medical/ health practitioner

• 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

• Medication is: stored securely (in the first aid room – not locked) to minimize risk to others, 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
• All medication is to be released to parents and carers only, unless specific instructions are left with the school and/or the teacher in charge

Medication Error
The following steps describes how we should respond when a student has taken or been given medicine incorrectly.

1) If required, follow first aid procedures outlined in their Anaphylaxis or Student Health 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) Contact DEECD Emergency Management on 9589 6266
6) Review medication management procedures at the school in the light of the incident

Schools should not:
• Interpret behavior 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

References

AVPS 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 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 section 4.5 Student Health in the Victorian Government School Reference Guide: [www.education.vic.gov.au/referenceguide](http://www.education.vic.gov.au/referenceguide). Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School: ASCOT VALE PS

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.

<table>
<thead>
<tr>
<th>Medication required:</th>
<th>Name of Medication/s</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Ongoing medication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Ongoing medication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date: / /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Ongoing medication</td>
<td></td>
</tr>
</tbody>
</table>

**Medication Storage**

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**Medication delivered to the school**
Please ensure that medication delivered to the school:

- Is in its original package
- 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:

---

**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. Please ensure students have their first dose of any medication at home (not at school) in case of an allergic reaction. A first dose of any medication should be done under the supervision of the family or medical health practitioner.

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.

<table>
<thead>
<tr>
<th>Authorisation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Medical/ health practitioner:</strong></td>
</tr>
<tr>
<td>Professional Role:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Contact details:</td>
</tr>
</tbody>
</table>

| **Name of Parent/ Carer or adult/ independent student**: |
| Signature: |
| Date: |

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

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).**