



# Medication Management

## POLICY

### Rationale

The school has a duty of care to ensure medication is correctly administered to students when required.

The Medication Management policy:

- Ensures that the administration of medication both prescription and non-prescription is in accordance with DET policy and the requirements of each individual student
- Ensures that all medication is stored and administered correctly
- Ensures that all parents are aware of the school's medication procedures and that these are communicated to the school community.

### 1. Guidelines

#### 1.1 At Karoo:

The administration of medication both prescription and non-prescription is in accordance with DET policy and the requirements of each individual student. Processes are in place to ensure student medication is correctly stored and administered to students correctly.

1.2 Parents/carers are made aware of the school's medication procedures through the newsletter and that these are communicated to the school community. Student privacy and confidentiality is protected to avoid any stigmatisation.

1.3 Staff has a **duty of care** to administer medication or assist students with their medication where appropriate.

1.4 Parents/carers are encouraged to consider whether they can administer medication outside the school day, such as before and after school and before bed rather than at school.

### 2. Implementation:

2.1 All parent/carer requests for the school to administer medication to their child must be made in writing on the School's Medication Permission Form. The form may also be completed by the student's medical/health practitioner to ensure that the medication is warranted. If this advice cannot be provided the Principal may agree that the form can be completed by parents/guardians.

2.2 Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Permission Form as it is covered in the student's health plan.

2.3 The school may seek clarification about medication from the parents/carers who may need to contact the prescribing medical/health practitioner.

2.4 The school may when appropriate, obtain general information relating to safe

medical practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

**2.5 All medication to be administered at school must be accompanied by:**

- Written advice on a Medication Permission Form providing directions for appropriate storage and administration.
- The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. If this advice cannot be provided the Principal may agree that the form can be completed by the parent/carer.

**2.6 The medication must be:**

- In the original container or bottle 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:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Permission Form as it is covered in the student's health plan.

**2.7 In storing medication the school will 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.
- The medication is stored according to written instructions, particularly in relation to temperature.
- The medication is stored securely to minimise risk to others.
- The medication is in a place only accessibly by staff who are responsible for administering the medication.
- The medication is stored away from the classroom.
- The medication is stored away from the first aid kit.
- The original Medication Permission Form will be placed in the school's Medication Register and the class teacher will be informed.
- It is the parent/carer's responsibility to deliver and collect their child's medication from the school's office. The delivery and collection of medication must be done in consultation with a designated member of staff.

**2.8 The Principal or their delegate must ensure:**

- That the student receives their correct medication.
- In the proper dose, via the correct method, such as inhaled or orally and at the correct time of day.
- A log is kept of medicine administered.
- Staff contact parents before administering medication if uncertain of the administrative procedures.
- Any phone messages regarding "emergency changes" in medication should be directed to the Principal/Assistant Principal or their delegate and later confirmed in writing.
- Teachers in charge of students at the time their medication is required are informed that the students need to be medicated and release the student from class to obtain their medication.

- All medication which is administered is recorded in Medication Administration Log. The record will show student, date, time, medication administered and by whom.
- Consistent with DET guidelines, students with Asthma will have their reliever medication easily accessible at all times and may carry their inhaler and spacer with them.
- Students with Asthma, Insulin or EpiPen requirements will have an individual management plan to suit their specific requirements.

## 2.9 **Medication Error:**

The school will respond to a medication error appropriately by:

- Following first aid procedures
- Following the student health plan or Anaphylaxis Plan
- Ringing the Poisons Information Line 13 11 26 and give details of the incident and student. Act immediately on their advice such as calling an ambulance on 000 immediately if advised to do so.
- Contacting the parents/carers or the emergency contact person to notify them of the medication error and action taken
- Reviewing medication management procedures at the school in light of the incident.

## 2.11 **Self-Administration:**

- When appropriate the school may in consultation with parents obtain written permission from the medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.
- In such instances the school will subsequently obtain written permission from the medical/health practitioner, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under the ASCIA Action Plan for Asthma and Anaphylaxis.
- Ideally, the self-administered medication should be stored by the school. However, where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

## 2.12 **The school should NOT:**

- 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 the use of medication by anyone other than the prescribed student (except in a life threatening situation such as asthma – Refer to the Asthma 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.

## 2.13 **Excursions and Camps:**

- When students requiring medication participate in excursions or school camps teachers must ensure they have signed Medication Authority Forms, a Medication Administration Log form and the required medication, which must be returned to the school's office on their return.
- Administration of medication whilst students are on camp will be the

responsibility of the staff member in charge of medication.

- The School's Medication Authority Form together with the Confidential Medical Information for School Council Approved Excursions form, is to be used for students attending camp. Completed forms and medication should be handed to the appropriate staff member prior to departure.

#### 2.12 **Clarifying Directions:**

- The school should where necessary get clarification about medication from the parents/carers and/or general information relating to safe medication practices from local or hospital pharmacies (ensuring the student's identity is not disclosed).

### **3. Resources**

3.1 The Medication Management Policy is underpinned by:

- Asthma Management Policy
- Anaphylaxis Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

### **4. Evaluation**

4.1 The Education Sub Committee and Karoo PS staff will review the effectiveness of the school's Medication Management Policy on a cyclical basis in accordance with DET guidelines and priorities.