



# Elwood Primary School No 3942

Scott Street, Elwood 3184 Telephone 9531 2762 Fax 9531 5497

## Administration of Medication Policy

### PURPOSE

From time to time, students attending school may need medication. As part of their duty of care, staff members should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

### BROAD GUIDELINES

Elwood Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:

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

### IMPLEMENTATION

#### Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (Appendix A) and with the relevant documentation from the student's medical/health practitioner. In such cases as students requiring Panadol or Zyrtec, this may be administered with verbal consent. In the case of an emergency, medication can be administered with the permission of a medical practitioner and as soon as practicable, the school shall ensure parents/guardians are notified.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- c. within its expiry date
- d. stored according to the product instructions, particularly in relation to temperature. Should storage be compromised ie the fridge fails, parents will be notified.

If necessary, Elwood Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

### **Administration of Medication**

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that the student receives:  
the correct medication;

- a. in the correct dose;
- b. via the correct method (such as orally or inhaled);
- c. at the correct time of day;
- d. a log is kept of the medicine administered; and
- e. Medication Authority Form (Appendix A) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

Our school will not:

- 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, however, they are stored in the sick bay for use if deemed appropriate/necessary
- allow a student to take their first dose of a new medication at school. This should be done under the supervision of the family or health practitioner.
- allow use of medication by anyone other than the student to whom it is prescribed, with the exception of general use Epipens and Asthma pumps.

Note: Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform staff of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

### **Self-Administration**

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard

to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

- 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.

### **Storing Medication**

Elwood Primary School will ensure:

1. medication is stored for the period of time specified in the written instructions received
2. the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements (including, but not limited to, medication to treat asthma or anaphylaxis.)
3. medication is stored:
  - a. securely to minimise risk to others
  - b. in a place only accessible by staff who are responsible for administering the medication
  - c. away from the classroom
  - d. away from the first aid kit

### **Student Information**

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan [see template at: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>] which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

## **RESOURCES**

[DET Medication Policy](#)

[DET Anaphalaxis Policy](#)

[DET Health Support Planning Policy](#)

[Health Care Needs](#)

[DET Specific Condition Support](#)

[SPAG - Asthma](#)

## APPENDICES

Appendices connected with this policy are:

- Appendix A: Medication Authority Form
- Appendix B: Student Health Support Plan

## POLICY HISTORY

Version Approval Date:	Summary of changes:	Next Review:
September 2016	Policy Created, council approved	3 year cycle or as needed



## 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 the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School: .....

Students Name: .....

Date of Birth: .....

Medic Alert Number: ..... or N/A

Review date for this form: .....

Medication Required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topically/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

**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.**

**Medication Storage:**

Please indicate if there are specific storage instructions for the medication (e.g. in the fridge):

.....  
 .....  
 .....

**Medication Delivered to the School**

Please ensure that medication delivered to the school:

- Is in its original packaging
- The pharmacy label matches the information included on 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.

**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 the Freedom Of Information Unit on 03 9637 2670.

**Authorisation**

Name of Medical / health practitioner: .....

Professional Role: .....

Signature: ..... Date: ...../...../.....

Contact Details: .....

Name of Parent / Carer / Adult / Mature Minor\*\*: .....

Signature: ..... Date: ...../...../.....

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

\*\*Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).



## Student Health Support Plan

### Cover Sheet

This plan outlines how the school will support the student’s health care needs, based on health advice received from the student’s medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>).

This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.

Name of School: ..... Phone: .....

Students Name: ..... Date of Birth: .....

Year Level: .....

Review date for this form: .....

Parent / Carer Contact Information (1)	Parent / Carer Contact Information (2)	Other Emergency Contacts (if parent / carer not available)
Name:		
Relationship:		
Home phone:		
Work phone:		
Mobile:		
Address:		

**Medical /Health practitioner contact:** .....

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation’s *School Asthma Action Plan*. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Forms – School Policy and Advisory Guide](#)

<ul style="list-style-type: none"> <li><input type="checkbox"/> General Medical Advice Form – for a student with a health condition</li> <li><input type="checkbox"/> School Asthma Action Plan</li> <li><input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis</li> <li><input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury</li> <li><input type="checkbox"/> Condition Specific Medical Advice Form – Cancer</li> <li><input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy</li> <li><input type="checkbox"/> Personal Care Medical Advice Form – for a student who required support for transfers and positioning</li> <li><input type="checkbox"/> Personal Care Medical Advice Form – for a student who requires support for oral eating and drinking</li> <li><input type="checkbox"/> Personal Care Medical Advice Form – for a student who requires support for continence</li> </ul>
--	---





APPENDIX B

<b>Support</b>	<b>What needs to be considered?</b>	<b>Strategy – how will the school support the student’s health care needs?</b>	<b>Person responsible for ensuring the support</b>
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.</i>	
<b>First Aid</b>	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<p><i>Discuss and agree on the individual first aid plan with the parent/carer.</i></p> <p><i>Ensure that there are sufficient staff trained in basic first aid (see the Department’s First Aid Policy <a href="http://www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm">www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm</a>)</i></p> <p><i>Ensure that all relevant school staff are informed about the first aid response for the student</i></p>	
	Does the school require relevant staff to undertake additional training modules not covered under basic first aid training, such as staff involved with excursions and specific educational programs or activities	<p><i>Ensure that relevant staff undertake the agreed additional training</i></p> <p><i>Ensure that there are interim provisions in place (whilst awaiting the staff member to receive training), to ensure the student’s attendance at school.</i></p>	
<b>Complex/ Invasive health care needs</b>	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student’s complex medical care need?</i></p> <p><i>Can the training be obtained through the Department funded Schoolcare Program? If so, the School should complete the relevant referral forms which can be accessed by contacting the Royal Children’s Hospital’s Home and Community Care on 9345 6548.</i></p> <p><i>Consider if the following program/services are required: the Program for Students with Disabilities or Visiting Teachers Service.</i></p>	
<b>Routine Supervision for health-related safety</b>	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the School’s policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student’s medical/health practitioner for appropriate storage and administration of the medication – via the Department’s Medication Authority Form</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	

APPENDIX B

<b>Support</b>	<b>What needs to be considered?</b>	<b>Strategy – how will the school support the student’s health care needs?</b>	<b>Person responsible for ensuring the support</b>
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the school’s first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student’s health care needs.</i></p> <p><i>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student.</i></p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p><i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i></p> <p><i>Ensure that the school provides a facility which enables the provision of the health service.</i></p>	
	Who is responsible for management of health records at the school?	<p><i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i></p>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<p><i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.</i></p>	
<b>Personal Care</b>	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>Detail how the school will support the student’s personal care needs, for example in relation to nose blowing, washing hands, continence care</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	
<b>Other Considerations</b>	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p> <p><i>For example, is there a need for planned support for siblings/peers?</i></p>	