



DISTRIBUTION OF MEDICATION POLICY & PROCEDURES ROMSEY PRIMARY SCHOOL

Purpose:

To ensure schools store and administer medication correctly. This topic relates to all medications, including prescription and non-prescription medication.

Rationale:

Many students attending school need medication to control a health condition. It is necessary that school personal (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

Aims:

Romsey Primary School will have a medication management procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.

All administered medication is accompanied by written advice, original bottle or container, clearly labelled with the name of the student, dosage and time to be administered, within expiry date. This medication is stored accordingly to the product instructions, particularly in relation to temperature.

The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

Implementation:

All medications, including prescription as well as non-prescription medication (ie. analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription), are to be administered by school personnel following the processes and protocols set out in the Medication Management Procedures **(see Appendix A)** of the school.

In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved persons, or in the case of an emergency, with permission of a medical practitioner.

When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage, time to be administered and expiry date.

Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.

The principal (or nominee) administering medication needs to ensure that:

- Written permission to administer medication has been received from the child's parents/guardians/approved person or a medical practitioner
- the right child;
- has the right medication;
- and the right dose;
- by the right method (for example, oral or inhaled);
- at the right time; and
- that they write down what they have observed

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

Romsey Primary School Medications Register will be completed by the person administering the taking of medication.

The school in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

Note: It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- http://www.education.vic.gov.au/management/governance/reference/guide/enviro/4_5.htm
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis/schools.htm>
- <http://www.asthma.org.au/Default.aspx?tabid=102>

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form

Evaluation:

This policy and procedures will be reviewed annually or more often if necessary due to changes in regulations, local circumstances or as a result of incident.

Date Ratified by School Council: May 2020

Review Date: May 2021

Appendix A

Medication Management Procedures

The school has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student medical information.

1. Student Information

Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a medical condition or illness has an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:

- the usual medical treatment needed by the student at school or on school activities

- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student's doctor

2. Administration of prescribed Oral Medication

Parents/guardians are required to inform the principal in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Medication Administration Permission Forms are available from the Administration Office and should be completed and signed by the parent/guardian.

Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from Principal (or nominee). This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff and, parents/guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose, the time it is to be given and expiry date.

Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the school administration office.

3. Administration of Analgesics

Analgesics are only to be given following permission of parents/guardians and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

4 Student Asthma Information

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.

This plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
- name, address and telephone number of an emergency contact

- name, address and telephone number (including an after-hours number) of the student's doctor

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during school attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.

* For further information please refer to Asthma Management Plan policy

4.1 Student Diabetes Information

Student Diabetes Information

Every student with Diabetes attending the school has a written Diabetes Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.

This plan is attached to the student's records and updated annually or more frequently if the student's Diabetes changes significantly. The Diabetes Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating diabetes – this includes how to recognise worsening symptoms and what to do during a hypo/hyper diabetic event.
- Current name, address and telephone number of an emergency contact
- Current name, address and telephone number (including an after-hours number) of the student's doctor

If a student is obviously and repeatedly experiencing Diabetes symptoms and/or using an excessive amount of medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing Diabetes medication during school attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book/IPad log linked to Sentral in the sick bay each time for monitoring of their condition.

Appendix B**Medication Authority Form**

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: _____

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.

Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/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

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.

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.

<u>Authorisation:</u>
Name of Medical/health practitioner:
Professional Role:
Signature: Date:
Contact details:

Name of Parent/Carer:
Signature: Date:

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