

# Medicine Policy

Definition of medicine: A medicine is a substance used to alleviate a medical condition, eg. paracetamol, cough lollies etc.

This policy has been developed to enable students, staff and parents to have a system that enables correct protocol to be carried out with regards to the welfare of the students.

If a student is ill, the child should be kept at home until recovered. This will help the recovery of the child and also reduce spread of infection.

Whenever 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.

Parents are to be encouraged to come to school to administer medication to their child.

Medication to be administered by the school needs to be:

- Accompanied by written advice providing directions for appropriate storage and administration
- In the original bottle or container and 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

The school will not:

- Allow a student to take their first dose of a new medication at school in case of an allergic reaction
- Allow use of medication by anyone other than the prescribed student.

## **Authority to administer**

- All medication to be administered by the school must to be accompanied by a *Medication Authority Form* (refer to appendix A)
- This form needs to be completed by the student's medical/health practitioner or parent/guardian.
- The *Medication Authority Form* (refer to appendix A) will be available online for parents to use e.g. print, fill in, sign and fax to school.

(Medication to treat asthma or anaphylaxis does not need to be accompanied by the *Medication Authority Form* as it is covered by the student's health plan).

## **Administering Medication**

### *Administering*

The principal or nominee must ensure that the correct student receives:

- The correct medication
- The proper dose via the correct method e.g. inhaled or orally
- At the correct time of day
- Fill in the medication log

### *Recording*

A medication log needs to be completed by the person administering the medication (refer to appendix B). Good practice is to have two staff members:

- Supervising the administration of medication
- Checking the information noted on the medication log

### *Self-administration*

The school will consult with parents/guardians and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. The school needs to obtain written permission from the parent/guardian, preferably in the *Medication Authority Form* for a student to self-administer medication. Self-administered medication should be stored by the school. This is not required to treat asthma or anaphylaxis as it is covered by their ASICA Action Plan.

## Storing medication

The school will ensure:

- Medication is stored for the period of time in the written instruction received
- The quantity of medication provided does not exceed a week's supply, except in long-term care arrangements
- Medication is stored to minimise risk to others
- In a place only accessible to staff responsible for administering the medication
- It is stored away from classrooms and first aid kits

## Medication error

- If required follow first aid procedures outlined in the Student Health Support Plan or Anaphylaxis Management Plan
- Ring the **Poisons Information Line - 13 11 26** and give details of the incident and student
- Act immediately upon their advice, such as calling an ambulance on 000
- Contact the parents or guardians or the emergency contact person to notify them on the medication error and actions taken
- Review medication management procedures in light of the incident

There is a legal requirement that, when each child enrolls at school, an immunisation form is required. A written record of the child's physical and health status needs to be presented which notes any health conditions eg. Asthma, epilepsy, diabetes or allergies eg. Bee stings.

Emergency information including contact telephone numbers, need to be recorded. This medical record needs to be updated at the start of each school year or when required.

Any child with a known medical condition eg. Asthma, Diabetes, allergies, will have their photo and relevant details and treatment displayed in the office.

### Evaluation:

This policy will be reviewed as part of the school's review cycle

Endorsed by School Council: June 2013 with amendments September 2013

# 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: \_\_\_\_\_

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 Storage

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

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## 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:

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## 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.

<b><u>Authorisation:</u></b>
<b>Name of Medical/health practitioner:</b>
Professional Role:
Signature: Date:
Contact details:
<b>Name of Parent/Carer or adult/independent student**:</b>
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).

# Medication Administration Log

This log has been developed as a suggestion only, to assist the Principal/or nominee when administering the taking of medication. This log, or equivalent official medications register), should be completed by the person administering the taking of medication.

Name of student: \_\_\_\_\_ Year level: \_\_\_\_\_

Date <small>(Day, month and year)</small>	Time	<small>Family Name (please print)</small>	<small>First Name (please print)</small>				Comments	Name of staff <small>(Please print &amp; initial)</small>
		Name of Medication	Tick When Checked (✓)					
			Right Child	Right Medication	Right Dose	Right Route <small>(oral/inhaled)</small>		

**Record for cross-checking:** It is recognised that in many specialist school settings medication is administered using a system of two staff members checking the information noted on this log. This is an appropriate added safety measure and seen as good practice.

Name of Medication:	Prescribed Dose: