



Warringa Park School Distribution of Medication Policy

Rationale

Many students attending Warringa Park School need medication to control a health condition. It is necessary that teachers as part of their duty of care assist students, where appropriate, to take their medication.

Purpose

To ensure that medication is administered safely, correctly and appropriately to students in our care.

Implementation

- All medication to be administered at school should be accompanied by written advice providing directions for appropriate storage and administration.
- A student should not take his or her first dose of a new medication at school as the student should be supervised by the family or health professional in case of an allergic reaction.

Administration of Medication

- To minimise the quantity of medication held at the school, parents will be asked to consider if the medication can be administered 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.
- All medication to be administered at the school must be in its original packaging and be clearly labelled including the name of the student, dosage and time to be administered.
- When administering prescription medication, 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 and time to be administered.
- All medication to be administered at school will be accompanied by written advice providing directions for appropriate storage and administration (*see medication authority form*).
- Analgesics can mask signs and symptoms of serious illness or injury and should not, therefore, be administered by the school as a standard first aid policy. Therefore, analgesics such as aspirin and paracetamol should not be stored in the school first aid kits.
- Medication must be supervised and signed off by the classroom teacher checking the information noted on the information log. This is an appropriate added safety measure and is seen as good practice. If the classroom teacher is not available then it must be signed off by the school nurse or the learning centre leader
- The nominees administering medication needs to ensure that:
 - the right child;
 - has the right medication
 - and the right dose;
 - by the right route;
 - at the right time; and
 - that they write down what they have observed.

- Medication prescribed for a particular student should be retained solely for the use of that student. Only in a life threatening emergency would consideration be given to any variation of this requirement such as in the case of an Asthma first aid – if the student's own blue reliever puffer is not readily available, one could be obtained from the school's asthma emergency kit or borrowed from another student or staff member and given without delay.

Documentation – Medication Authority Form

- All medication to be administered at the school should be accompanied by written advice providing directions for appropriate storage and administration.
- Ideally, the school should receive medication advice from the student's medical/health practitioner who should complete the medication authority form. This ensures that the medication is medically warranted.
- If medication advice cannot be provided by the student's medical/health practitioner, then the teacher and the school nurse may agree to the Medication authority form being completed by the parent/carer provided the pharmacist label is intact on the original packaging of the medication.
- The medication authority form is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA *Action plan for Anaphylaxis* and the Asthma Foundation's *School Asthma Action Plan*.

Documentation – Medication Log

- The medication log must be completed by the person administering the taking of medication.
- Medication must be supervised and signed off by the classroom teacher checking the information noted on the information log. This is an appropriate added safety measure and is seen as good practice. The medication log provides for this form. If the classroom teacher is not available then it must be signed off by the school nurse or the learning centre leader

Storage of Medication

- Medications must be stored strictly in accordance with product instructions (paying particular note to the temperature) and in the original container in which dispensed.
- Storage should be secure, with clear labelling and access that is limited to the school staff responsible for medication administration.
- 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.

Monitoring the Effects of Medication

- Where required, schools can observe and document behaviour such as attention disorders or epilepsy, where such observations can be used by the student's medical/health practitioner.
- It is not the role of the school to interpret behaviour in relation to a medical condition. Nor can they be expected to monitor the effects of a medication.

Medication Error

- If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the **following** steps should be followed.
- Follow first aid procedures as per school policy as warranted.
- Ring **THE POISONS INFORMATION LINE 13 11 26**
- Act immediately on advice given by the poisons information line (for example, if you are advised to call an ambulance you should do so immediately).

- Contact the student's parent/carers or the emergency contact person to notify them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.
- Complete a Cases21 Incident Notification form as soon as possible.

Related Documents

- Medication Authority form – for a student who requires medication whilst at school.
- Medication Administration Log
- Warringa Park School First Aid Policy
- Cases 21 Incident Notification Form

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns

This policy was last ratified by School Council in....

20/06/16