



Warringa Park School Medication Management 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.

Aims:

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, Anti-inflammatory and anti-histamine can be administered to children with verbal consent from parent/guardian and followed up by a signed medication authority form for general illness but must not be administered by the school as a standard first aid treatment for injuries as this may mask signs of symptoms of serious injury.
- 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.
- 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*.
- On festival days ie. Specialist celebratory days, the learning centre leaders will co-sign with another teacher for all medication in their learning centres.

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. 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.
- All routine medication must be locked in either classroom cupboard, first aid room cupboard or a fridge with a child lock. Keys for these cupboards are available from first aid room.
- 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.

Distribution of Medication

- Medication is encouraged to be handed directly to the school nurse, whereby the school nurse will ensure correct packaging and paperwork is accompanied.
- The school nurse will then directly consult with the classroom teacher regarding when the medication is to be given and where it is to be stored.
- Medication can be delivered within the students' bag on prior arrangement, as long as the parent informs the school immediately, so it can be removed from the bag upon arriving at school.
- Chaperones can monitor school bag and deliver school bag directly to teacher or school nurse, if they are aware of medication is being transported. However Chaperones must not handle medication directly.

Monitoring the Effects of Medication

- Where required, schools can observe and document behaviour such for 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

Camp Medication Administration:

1. Allocate two teaching staff to give medication
2. Each medication must be co-signed by both staff.
3. The two staff responsible for giving the medication must know the first and last name of the child and must personally know the child.
4. Medication needs to be drawn up and prepared by both staff and both staff need to witness the administration prior to signing.
5. Staff need to check the Five Rights of medication administration:
 - Right Student: First name, last name and photo ID
 - Right Drug
 - Right Dose
 - Right Route
 - Right Time

Festival Days:

On festival/special event days an email/bulletin will be sent out by learning centre leaders to confirm the arrangement for medication administration that day.

If possible learning centre leaders are to co-sign all medication on that day for their area, however if unable, this responsibility can be allocated to the PLT leader or nurses.

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 on....

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