

Policy Number	Ratification Date	Reviewed	Review Date
2	November 2016	June 2021	June 2022



ADMINISTRATION OF MEDICATION

Purpose

To ensure that medications are administered appropriately to students at school. To further explain to parents/carers, students and staff the processes Elsternwick Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

Scope

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

Implementation of policy

If a student requires medication, Elsternwick Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Elsternwick Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, we will follow the procedures set out in this policy.

Authority to administer

The First Aid Officer is the designated staff member responsible for administering prescribed medications to children while children are on the school site. In the absence of the First Aid Officer, a first aid trained staff member will be responsible for administering medication.

If a student needs to take medication while at school or at a school activity parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:

- the name of the medication required
- the dosage amount
- the time the medication is to be taken
- how the medication is to be taken
- the dates the medication is required, or whether it is an ongoing medication
- how the medication should be stored.

In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.

- All completed Medication Request Forms and medication details will be kept and recorded in a confidential loose-leaf Medications Register located in the school office by the First Aid Officer in the presence of, and where possible confirmed by, a second staff member.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration
- Parents/carers of students that may require injections eg. Student's needing insulin injections are required to meet with the First Aid Officer to discuss the matter. In these situations, a management program consistent with the school's anaphylaxis management plans will be put in place.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

Medication Authorisation Form

The school's First Aid Officer is located at the front office. After discussion regarding the administration of medication you will be provided with a Medication Authorisation Form. This form must be complete prior to the administration of any medication.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log via Compass is kept of medicine administered to a student
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Students involved in school camps or excursions will be discreetly administered prescribed medications by a delegated staff member in a manner consistent with the above procedures, with all details recorded and returned to the First Aid Officer upon arrival back to school.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

All student medications must be in the original containers, be labelled, have the quantity of tablets confirmed and documented, and be stored in either the locked office first aid cabinet or staff room refrigerator, whichever is most appropriate. The principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

Consistent with Asthma Policy, students may carry with them their appropriate asthma medication at all times.

The principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - 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.

Elsternwick Primary School will not:

- in accordance with Department of Education and Training policy, 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
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication Administration error

If a student takes medication incorrectly, staff will endeavor to:

1. If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2. Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3. Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4. Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5. Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

Further information and resources

[EPS First Aid Policy](#)

[EPS Health Care Needs](#)

Review Cycle

This policy was last updated on June 2021 and is scheduled for review in June 2022.