



# Medication

## POLICY

### PURPOSE

To explain to parents/carers, students and staff the processes Ararat 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.

### POLICY

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

### Implementation:

- Children who are unwell should not attend school.
- The Principal or Principal's delegate will be responsible for administering prescribed medications to children.
- All parent requests for the Principal or Principal's delegate to administer prescribed medications to their child must be in writing on a Medication Authority Form that is completed by the child's medical practitioner or pharmacist. This written information will include the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- 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.
- Parents/carers need to ensure that the medication a student has at school is within its expiry date or arrange for medication within the expiry date to be provided.
- Requests for prescribed medications to be administered by the school 'as needed' will cause the Principal to seek further written clarification from the parents, through the completion of a signed Medical Authority Form
- Non-prescribed oral medications (head ache tablets, throat lozenges, calpol) should not be brought to school. Children who are unwell enough to need these medications during school hours are generally not well enough for school. Ararat Primary School may agree to administer non-prescription medicines at their discretion if they have specific written permission from parents. Non-prescription medication will only be administered by school staff on the completion of the Medication Authority Form
- Classroom teachers will be informed by the Principal of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Principal. A log is kept of medicine administered to a student, through the completion of a medications register.
- All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the school office by the Principal in the presence of, and confirmed by, a second staff member.

- Any medication brought to school by a student needs to be clearly labelled with the student's name, the dosage required and the time the medication needs to be administered.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- In some cases it may be appropriate for students to self-administer their medication. The Principal may wish to consult with the family and seek acknowledgment from the student's medical/health practitioner. If the Principal decides to allow a student to self-administer their medication, then the principal may require written acknowledgement from the student's medical/health practitioner and/or the student's parents/carers, through the completion of a signed Medical Authority Form.

### Storing medication

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)

### Warning

Ararat 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 error

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

Step	Action
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.

### EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in	<b>November 2019</b>
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