Watsonia North PRIMARY SCHOOL

ADMINISTRATION OF MEDICATION POLICY

Purpose

To explain to parents/carers, students and staff the processes Watsonia North 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

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

Authority to administer

If a student needs to take medication while at school or during 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.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that a student's parents/carers can provide written authority by completing a Medication Authority Form.
- The Principal or their nominee may need to consult with parents/carers to clarify written advice and consider the student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the school office for a Medication Authority Form (Green Form).

Implementation *(continued)*

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.

If a student needs to take medication at school or during 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 (Green 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 is kept of medicine administered to a student.
3. 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.

Self-administration

In some cases, it may be appropriate for students to self-administer their medication. The Principal (or their nominee) 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 (or their nominee) 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

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.

Implementation *(continued)*

For most students, Watsonia North Primary School will store student medication in the First Aid room.

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 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.

Warning

Watsonia North 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 the 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 another 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 "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 "000" for an ambulance at any time.

Further Information and Resources

- WNPS *First Aid Policy*
- WNPS *Care Arrangements for Ill Students Policy*
- WNPS *Anaphylaxis Policy*
- WNPS *Asthma Policy*

Appendices attached to this policy:

- Appendix A: Medication/Treatment Form (Green Form)

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

Policies - Watsonia North Primary School (wats-north.vic.edu.au)

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Evaluation and Review

Evaluation of this policy will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated in July 2022, endorsed by School Council and is scheduled for review annually.

Policy last reviewed	**July 2022**
Endorsed by	**Principal**
Next scheduled review date	**July 2026**

Appendix A: Medication/Treatment Form

MEDICATION & TREATMENT RECORD

CHILD'S NAME		YEAR LEVEL		TEACHER'S NAME	
MOTHER'S HOME PHONE NO:			FATHER'S HOME PHONE NO:		
MOTHER'S WORK PHONE NO:			FATHER'S WORK PHONE NO:		

FIRST EMERGENCY CONTACT:

NAME:		RELATIONSHIP TO CHILD:	
PHONE NUMBERS:	HOME:	WORK:	

SECOND EMERGENCY CONTACT:

NAME:		RELATIONSHIP TO CHILD:	
PHONE NUMBERS:	HOME:	WORK:	

ILLNESS/CONDITIION BEING TREATED:							
DESCRIBE SYMPTOMS:							
Medication (If required) to be given:		Dosage:		Frequency:		Maximum No. of Doses per day	

If the condition DOESN'T IMPROVE within ..... please indicate further action required below. (For children who suffer severe Asthma, an individual Asthma Mask should be supplied for school use and also the appropriate pump medication supplied with dosage instructions (ALL CLEARLY NAMED). Children with Asthma who use a puffer should supply two units to school - one for storage in the classroom and one for storage in the sick bay).

FAMILY DOCTOR:		DOCTOR'S TELEPHONE NO:	

FURTHER ACTION REQUIRED:

ANY ALLERGIES TO:

(A) MEDICATION (please describe)	(B) FOODS & OTHER ENVIRONMENTAL INFLUENCES (please describe)

Parent's/Guardian's Signature: ..... Date: .....

FOR SCHOOL USE ONLY

DATE MEDICATION GIVEN	TIME MEDICATION GIVEN	NAME OF MEDICATION	DOSAGE	ANY OTHER ACTION TAKEN	NAME OF TREATING STAFF MEMBER	OTHER DETAILS