Warracknabeal Secondary College

Administration of Medication Policy

Rationale:

Many students attending 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. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

Aims:

Warracknabeal Secondary College will have an administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.

The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken 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.

Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

Implementation:

All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel following the processes and protocols set out in the Medication Management Procedures (see Appendix A) of the school. In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.

When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacists label noting the name of the student, dosage and time to be administered. Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.

The principal (or nominee) administering medication needs to ensure that:

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
• at the right time; and
• that they write down what they have observed
• permission to administer medication has been received from the child’s parents/guardians/approved persons or a medical practitioner.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.

The Warracknabeal Secondary College register will be completed by the person administering the taking of medication.

The school in consultation with parents/carers and the student’s medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, 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.

**Note:** It is at the principal’s discretion to agree for the student to carry and manage his/her own medication.

**LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:


Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form

**Evaluation:**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

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<table>
<thead>
<tr>
<th>Ratified by School Council</th>
<th>Date:</th>
<th>16/5/16</th>
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<tbody>
<tr>
<td>Signed:</td>
<td>Principal:</td>
<td>[Signature] (Kylie Zanker)</td>
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<td>School Council President:</td>
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Appendix A: Medication Management Procedures

The Education Department requires that all details of medications administered at school be documented. A Medication Administration Register is provided for this purpose in the General Office. Administration of medication will be completed by the General Office staff (as nominated by the Principal). Wherever possible, medication should be scheduled outside the school hours, however any medication authorized by students medical practitioner needs to be documented on student’s details on CASES. Medications will be kept at the school according to the specific storage instructions on the label. If a student’s health status changes throughout the school year and new medication is required, parents must notify the school.

Appendix B: Medication Authority Form

Medication Authority Form
for a student who requires medication whilst at school

This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s School Asthma Action Plan should be completed instead. For those students with anaphylaxis, an ASCIA Action Plan for Anaphylaxis should be completed instead. These forms are available from section 4.5 Student Health in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide. Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School:

Student’s Name: ___________________________ Date of Birth: ___________________________

MedicAlert Number (if relevant): ___________________________ Review date for this form: ___________________________

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

<table>
<thead>
<tr>
<th>Medication required:</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>Name of Medication/s</td>
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<td>Start date: / /</td>
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</table>
Medication Storage

Please indicate if there are specific storage instructions for the medication:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Medication delivered to the school

Please ensure that medication delivered to the school:

☐ Is in its original package

☐ The pharmacy label matches the information included in this form.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Monitoring effects of Medication

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

Privacy Statement
The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you your child and to request that it be corrected. Please contact the school directly or FOI Unit on 90372670.

<table>
<thead>
<tr>
<th>Authorisation:</th>
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<tbody>
<tr>
<td><strong>Name of Medical/health practitioner:</strong></td>
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<tr>
<td>Professional Role:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Contact details:</td>
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</table>

| **Name of Parent/Carer or adult/independent student**: |
| Signature: |
| Date: |

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).**