

# **MEDICATION POLICY**

## **(Administration of)**

### **Rationale**

- Schools must have a medication management policy that outlines the Northcote Primary School's processes and protocols, is ratified by Northcote Primary School Council, is communicated to Northcote Primary School community, protects student privacy and confidentiality to avoid any stigmatisation and ensures teachers abide by their duty of care by assisting children to take their medication where appropriate.
- Teachers and schools are often required to administer medication to children to control a health condition. Such requests at Northcote Primary School will be managed in an appropriate manner so that teachers, (as part of their duty of care), can assist children to take their medication. Northcote Primary School will ensure children's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.
- Northcote Primary School is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication.
- All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.

### **Purpose**

- To ensure staff store and administer medication correctly. The policy relates to all medications including prescription and non-prescription medication.
- To ensure Northcote Primary School complies with the requirements of the *Working with Children Act 2005*.
- To ensure Northcote Primary School complies with Child Safe Standards 1 & 2.

### **Implementation**

- The wellbeing of every child is Northcote Primary School's highest priority.
- Northcote Primary School will obtain written advice on a Medication Authority Form (copy attached) for all medication to be administered by Northcote Primary School. The form should be completed by the child's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/carers. Please refer to [Medication Authority Form \(Word – 52Kb\)](#) and [Medication Administration Log \(Word – 51Kb\) \(doc – 70.5kb\)](#) attached.

**Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.

- If necessary, Northcote Primary School will obtain clarifying information from the doctor via the parent/carer or from a hospital pharmacy, ensuring the confidentiality of the child is ensured.

- The Principal, or nominee will ensure that the correct child receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.
- A log of medicine administered will be kept. As a good practice, entries will be signed by two people.
- Teachers in charge of children at the time their medication is required will be informed that the child needs to be medicated and will release the child from class to obtain their medication.
- Notwithstanding any of the above, Northcote Primary School will encourage parents/carers to consider whether they can administer medication outside Northcote Primary School day, such as before and after school or before bed.
- Northcote Primary School will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- Northcote Primary School will ensure 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 the classroom and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- No child will be permitted 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 family or health practitioner.
- Use of medication by anyone other than the prescribed child will not be permitted.
- In very rare circumstances the Principal may give permission for the child to self-medicate but only after consultation and obtaining written authority that the child is capable of self-medicating.
- Also at the Principal's discretion, students may carry their own medication with them, preferably in the original bottle, when:
  - 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.
- In the event of an error in medication administration, Northcote Primary School will follow first aid procedures outlined in the Student Health Support Plan or the Anaphylaxis Management Plan, ring the Poisons Information Line, call an ambulance if appropriate, contact the parents/carers and promptly review the procedures adopted.
- Please refer also to Northcote Primary School's specific medical conditions policies e.g. *Asthma Management* and *Anaphylaxis Management* as well as the *Care Arrangements for Ill Children Policy*, the *Duty of Care Policy*, *Medical Emergencies Policy*, *First Aid Policy*, *Health Care Needs Policy* and the Child Safe Standards.

### **Evaluation**

- This policy will be reviewed as part of the Northcote Primary School's three-year review cycle or if guidelines change (latest DET update early March 2018).

**NPS School Council ratified this policy on the 5<sup>th</sup> December 2018**

Reference:

[www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx](http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx)



## 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 the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

**Please only complete those sections in this form which are relevant to the student’s health support needs.**

**Northcote Primary School**

Student’s Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

**Please Note: wherever possible, medication should be scheduled outside Northcote 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.**

**Medication delivered to Northcote**

Please ensure that medication delivered to Northcote:

- Is in its original package
- The pharmacy label matches the information included in this form.

**Medication Storage**

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

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**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, Northcote 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 co-ordinating equipment:

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## 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*

*Northcote collects personal information so as Northcote 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 Northcote directly or FOI Unit on 96372670.*

<u>Authorisation:</u>
<b>Name of Medical/health practitioner:</b>
Professional Role:
Signature: Date:
Contact details:
<b>Name of Parent/Carer or adult/Mature minor**:</b>
Signature: Date:

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

\*\*Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See:

[Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).

