



Administration of Medication Policy



RATIONALE

Teachers and schools are often asked by parents/guardians to administer medication to their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff and current Department of Education and Training guidelines. Schools must apply information privacy principles when collecting, using, retaining or disposing of personal or health information.

PURPOSE

To explain to parents/carers, students and staff the processes Laurimar Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

DEFINITION

Medication management includes prescription as well as non-prescription medication. This includes analgesics, such as paracetamol and aspirin and other medications, which can be purchased over the counter without a prescription.

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

Children who are unwell should not attend school.

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.

- If medication is to be given during school hours, it should be the parent /guardian's responsibility, where practical, to administer the dosage. If any medication is to be administered by the school, the parent/guardian must provide the medication directly to the Office / First Aid, with written authority and full instructions for storage and administration. This applies to all medication (including headache or hay-fever medications). Analgesics can mask signs and symptoms of serious illness or injury and should not, therefore, be administered by the school, as a standard first aid strategy. All medication must be provided in original packaging.
- The written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. This, together with the medication, should be handed directly to the school office / First Aid room by the parent/guardian.
- Medications will be dispensed from the First Aid room or Office by the First Aid staff member or their delegate. (Note:- a Medication Authority Form is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's School Asthma Action Plans.
- The medication must be within the expiry date of the product when delivered and administered at the school.
- A dedicated space for the storage of medication will be available in the First Aid room or Office, with clear labelling and access limited to the school staff responsible for medication storage and supervision. 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.
- Some medication may be provided to the school with instructions for the medication to be administered 'when' or 'as' necessary. The person in charge of administering this medication will always telephone the parent/guardian and gain verbal parent/guardian consent prior to administering this medication. Unless prior arrangements have been made.
- Parents/guardians of students who may require injections are required to meet with the Principal and First Aid Officer to discuss a management plan as soon as practicable.

- The school in consultation with parents/guardians and the student's medical/health practitioner, should consider the age and circumstances by which the student could be permitted to self-administer any medication.
- Students involved in school camps or excursions will be administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures. All details will be recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return to school.
- The first-aid officer or their delegate should inform the classroom teacher of those students in their charge that require medication to be administered at the school. Teachers will release students at prescribed times so that they may receive their medications.
- Medication prescribed for a particular student should be retained solely for the use of that student. Only in a life threatening emergency would consideration be given to any variation of this requirement:
- In the case of Asthma First Aid - if the student's personal reliever puffer is not readily available, one should be obtained from the school's asthma emergency kit or borrowed from another student or staff member and given without delay.
- In the case of Anaphylaxis First Aid - where a second auto-injector pen is required the 'General UsePen' will be used.
- The school should exercise all possible care with medication management and administration. When not being administered by a qualified school nurse, the school will ensure a second adult checks the name of the child and the recommended dose of medication prior to administration. The record of administration will also be initiated by the second adult.
- A medication log or an equivalent official medications register should be completed by the person administering the taking of medication. Medication Authority Form is used only. Medication logged on CASES.
- Should a child refuse to take medication, a parent/guardian would be notified and a note recorded on the medications register.
- All families must collect medications at the end of the school year or they will be disposed of accordingly.



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FURTHER INFORMATION AND RESOURCES

- Anaphylaxis Policy
- [Asthma](#) Policy
- Appendix A Medication Management Procedures (See Below)

REVIEW CYCLE

This policy was last updated in October 2020 and is scheduled for review in August 2024. This policy will be reviewed as part of the school's four year review cycle.