

# OAKLEIGH SOUTH PRIMARY SCHOOL

## ADMINISTRATION OF MEDICATION POLICY & CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH MEDICAL CONDITIONS PROFORMAS

### **Rationale**

The school is committed to taking all reasonable steps to provide a safe environment for students, including ensuring staff fulfil their duty of care in relation to any medication or illness.

### **Aims:**

- To have a clear and transparent Medication Policy for the whole school community that is in conjunction with other relevant policies; Asthma, Anaphylaxis, and First Aid.
- To ensure everyone within the school community understands the Medication Policy.
- The administration of medicine will follow processes outlined in this policy and all steps will be reported, recorded and followed up appropriately.
- Communication with students, staff and families is consistent with the policy when seeking or administering medication.
- To train staff in the relevant areas to carry out the processes outlined in this policy to a consistent level.

### **Duty of Care**

From time to time, many students attending school may need medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Oakleigh South Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at: <http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

### **Duty of care will include:**

- The Principal and leadership class will ensure that all relevant staff have the appropriate levels of training to meet the policy requirements.
- Staff at Oakleigh South Primary School will be familiar with the protocols and processes in the Administration of Medication Policy. This may include inductions, staff meetings and professional development.

- If a student requires medical attention during the day they will be released from class and closely monitored by staff. Depending on the medication, the appropriate staff member will assist with the administration of medicine appropriately.
- Parents have a duty of care to supply the school with all necessary and up to date medical plans, processes or any additional information required.
- Parents have a duty of care to notify the school should their child's situation change or requires updating.

#### **Implementation:**

- Oakleigh South Primary School will educate the wider school community about this policy through: parent information nights, website, newsletter, assemblies, notes home and Flexibuzz.
- A school wide approach will be taken to ensure the policy is followed by all staff, students and parents in a consistent way.
- Relevant staff will attend appropriate training to ensure all process in the policy are met.
- Medication will be stored in the appropriate areas under the DET guidelines.
- Student's medical conditions will be consistently documented in GradeXpert.
- Staff will be notified should there be any changes to a child's medical plan.

Oakleigh South Primary school has policies and procedures for students who may require an additional response due to unforeseen circumstances as a result of illness, injury or an emergency.

#### **Training**

Principals at Oakleigh South Primary School must ensure relevant staff receive additional training to meet student's needs. This may include: anaphylaxis, asthma, diabetes and allergies.

Principals and staff must:

- Be familiar with the school's Medication Policy.
- Undergo training to ensure their duty of care to students is aligned with the Medication Policy.
- Nominated first aid officer/s will be required to undergo further training where deemed necessary and have current qualifications covering all the school's medication requirements.

## Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (**Supporting Document**) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- c. within its expiry date
- d. stored according to the product instructions, particularly in relation to temperature.

If necessary, Oakleigh South Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including requesting general information about safe medication practices.

## Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The Principal (or nominee) administering medication must ensure that the student receives;

- a. the correct medication;
- b. in the correct dose;
- c. via the correct method (such as orally or inhaled);
- d. at the correct time of day;
- e. a log is kept of the medicine administered (**Appendix A**); and
- f. Medication Authority Form (**Supporting Document**) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication

- checking the information noted on the medication log.

Our school **will not**:

- 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 family or health practitioner.
- allow use of medication by anyone other than the student to whom it is prescribed.
- Monitor the effects of medication.
- Interpret behaviour in relation to a medical condition.

**Note:** Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

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

### **Self-Administration**

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

**Note:** The Principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, 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

### **Storing Medication**

Oakleigh South Primary School will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
  - a. securely to minimise risk to others
  - b. in a place only accessible by staff who are responsible for administering the medication
  - c. away from the classroom

- d. away from the first aid kit

### **Medication Error**

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

<b>Step</b>	<b>Action</b>
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 '000' for an ambulance at any time.**

### **Student Information**

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

### **Student Privacy and Confidentiality**

Oakleigh South Primary School will protect student privacy and confidentiality to avoid any stigmatisation by:

- Keeping current and previous medical details in a safe and secure location.
- All staff will be discrete with students' medical conditions.
- The school will ensure that programs and software that store student details are secure.
- Support, medical and health plans will only be provided to the student's teacher.

### Emergency Telephone Numbers

Poisons information Service            13 11 26

Ambulance                                    000

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

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [First Aid Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)

### Appendices OR Supporting Documents connected with this policy are:

- **Appendix A:** Medication Administration Log
- **Supporting Document:** Medical Authority Form
- **Supporting Document:** Student Health Support Plan

### Care Arrangements for Ill Students

All staff at Oakleigh South Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Oakleigh South Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#). Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide - <http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

### **General Care Arrangements**

If a student feels unwell they will be sent to the Sick Bay where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a First Aid Officer or level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

Any student with injuries involving blood must have the wound covered at all times.

Any staff member treating injuries with blood must wear gloves at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Resources:

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

[NURSE-ON-CALL](#).

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

**This policy was reviewed and updated by on July 29<sup>th</sup> 2019.**

Appendix A



## OAKLEIGH SOUTH PRIMARY SCHOOL MEDICATION ADMINISTRATION LOG

### For students requiring medication to be administered at school

This log should be completed by the staff member administering medication to any student at the school.

Name of student: \_\_\_\_\_ Year \_\_\_\_\_

level: \_\_\_\_\_

Date	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

**\*Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.