



IRAMOO PRIMARY SCHOOL No 5152 **MEDICATION POLICY**

Many students attending Iramoo Primary School need medication to control a health condition. It is necessary that all staff, as part of their duty of care, assist students, where appropriate, to take their medication.

Aims:

To ensure that medication is administered safely, correctly and appropriately to students in our care.

Implementation:

- All medication that is to be administered at school should be accompanied by written advice on the Medication Authority form providing directions for appropriate storage and administration.
- A student should not take his or her first dose of a new medication at school, as the student should be supervised by the family or a health professional in case of an allergic reaction.

Administration of Medication:

- To minimise the quantity of medication held at the school, parents will be asked to consider if the medication can be administered 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.
- All medication to be administered at the school must be in its original packaging and be clearly labelled including the name of the student, photo identification (I.D.), dosage and time to be administered. Where possible, it is preferable for this medication to be in a Webster pack pre-packaged at the chemist.
- When administering prescription medication, 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.
- Analgesics can mask signs and symptoms of serious illness or injury and should not be administered by the school as a standard First Aid policy. Therefore, analgesics such as aspirin and paracetamol should not be stored in the school first aid kits.
- Administration of medication must be supervised by a system of two staff members checking the information noted on the information log. This is an appropriate added safety measure and is seen as best practice.

- The nominees administering medication need to ensure that:
 - the correct child is administered the medication (e.g. photo I.D. on medication or through the COMPASS portal)
 - the correct medication is administered
 - the correct dose is administered
 - the medication is administered according to written medical advice
 - the medication is administered at the correct time
 - a written record is kept (Medication Register).
- 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 such as in the case of Asthma first aid – if the student’s own blue reliever puffer is not readily available another could be obtained from the school’s Asthma emergency kit or borrowed from another student or staff member and given without delay.

Documentation – Medication Authority Form:

- All medication to be administered at the school should be accompanied by written advice on the Medication Authority Form providing directions for appropriate storage and administration.
- Ideally, the school should receive medication advice from the student’s medical or health practitioner who should complete the Medication Authority form. This ensures that the medication is medically warranted.
- If medication advice cannot be provided by the student’s medical/health practitioner, then the principal and the First Aid officer may agree to the Medication Authority form being completed by the parent/carer, provided the pharmacist label is intact on the original packaging of the medication.
- Asthma or Anaphylaxis is covered under *ASCIA Action Plan for Anaphylaxis* and the Asthma Foundation’s *School Asthma Action Plan*.

Documentation – Medication Log:

- The medication log must be completed by the person administering the taking of medication.
- Medication must be supervised by a system of two staff members checking the information noted on the information log and signed off by both staff members. This is documented in the medication log book. This is an appropriate added safety measure and is seen as good practice.

Storage of Medication:

- Medications must be stored strictly in accordance with product instructions (paying particular note to the temperature) and in the original container in which dispensed.
- Storage should be secure, with clear labelling and access that is limited to the school staff responsible for medication administration.
- 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.

Monitoring the Effects of Medication:

- Where required, schools should observe and document behaviour such as for attention disorders or epilepsy.
- It is not the role of the school to interpret behaviour in relation to a medical condition. Nor can they be expected to monitor the effects of a medication.

Medication Error:

- If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong method, the **following** steps should be followed:
 - follow First Aid procedures as per school policy as warranted
 - keep the child under adult supervision in the sick bay/office area
 - ring **THE POISONS INFORMATION LINE 13 11 26**
 - act immediately on advice given by the poisons information line (for example, if you are advised to call an ambulance you should do so immediately)
 - inform the Principal/Assistant Principal as soon as possible
 - contact the student's parent/carer or the emergency contact person to notify them of the medication error and action taken
 - review medication management procedures at the school in light of the incident
 - complete a Cases21 Incident Notification form as soon as possible.

Related Documents:

- Medication Authority Form – for a student who requires medication whilst at school.
- Medication Administration log
- Cases 21 Incident Notification Form
- Iramoo Primary School First Aid Policy
- Iramoo Primary School Asthma Policy
- Iramoo Primary School Anaphylaxis Management Policy

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle.

Ratified by Iramoo School Council: August, 2019
Review Date: September, 2020 (*align with other related policies*)