



ADMINISTRATION OF MEDICATION POLICY

Purpose:

To detail procedures for staff and students to follow in the administration of any medication.
To ensure that facilities are provided within the school to cater for the needs of children requiring medication at school and during school activities, including camps and excursions.

Guidelines:

1. The school should ensure current information on student medical needs is readily available.
2. Expectations of parents in relation to the provision of specific directions to staff on the administration of medication should be clearly established and communicated.
3. A process for the administration of medication should be established and communicated within the school..
4. Parents should be provided with information relating to health and well being issues at appropriate periods throughout the year.
7. Privacy issues should be observed in relation to the administration/taking of medication.

Implementation:

1. Children who are unwell should not attend school.
2. Staff with Level 2 First Aid training or above will be identified to take charge of any medical emergency that may arise.
3. The Principal, with support from the ESS-Administration, will be responsible for management of medication administration processes.
4. If a student requires medication, Eaglehawk North Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Eaglehawk North Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Eaglehawk North Primary School will follow the procedures set out in this policy:
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 advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.

The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan). Parents/carers can contact Eaglehawk North Primary School office for a Medication Authority Form.

5. All student medications must be in the original container, must be labelled with the child's name and expiry date, and must be stored in either the locked office first aid cabinet or first aide room refrigerator, whichever is most appropriate, the dosage required and the time the medication needs to be administered. Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided. If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

Medication is administered to the student in accordance with the Medication Authority Form so that:

- the student receives their correct medication
- in the proper dose
- via the correct method (for example, inhaled or orally)
- at the correct time of day.

A log is kept of medicine administered to a student

Where possible, two staff members will supervise the administration of medication.

The teacher in charge of a student at the time their medication is required:

- is informed that the student needs to receive their medication
- if necessary, release the student from class to obtain their medication.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The Principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in the school sick bay
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature

6. Students will not encounter medications except in a managed way.
7. Medication must be consumed or applied in the presence of the person responsible for managing its administration.
8. Children using preventative asthma medications will store them in the school sick bay and will be administered with the assistance of the office staff.
9. A process covering the above points will be established and implemented for all camps programs.
10. The school administration staff will produce and regularly update lists of children whose health needs all staff should be aware of: ('at risk', special care required, asthma, etc)
11. When necessary, parents or authorised adults will be notified of children's illness and appropriate arrangements for their care will be made.

12. For incidents involving head injuries a 'Student Welfare/Accident Report' proforma will be completed and forwarded by the staff member responsible for contact with the parent/emergency contact.
13. Use and storage of EpiPen's will adhere to the school's EpiPen policy.

Evaluation:

1. The Administration Team will review procedures and recommend changes annually.
2. The 'Medication Administration' policy statement will undergo review in accordance with the established policy/program review processes of the school.

Reference:

SOTF Reference Guide 4.5.2 Students and Medication

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2021
Approved by	School Council and Principal
Next scheduled review date	March 2024



Eaglehawk North Primary School

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCI Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: _____

Name of student: _____ Date of Birth: _____

MediAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any 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

Supervision required

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 be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name _____ of _____ medical/health
practitioner: _____

Professional
role: _____

Signature: _____ Date: _____

Contact
details: _____

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.