



Administration of Prescribed Medication Policy

PURPOSE

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

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 Management Policy
- the provision of medication for asthma which is provided for in our school's Asthma Management Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

We understand that students may need to take prescribed medication at school or during school activities. To support students to do so safely, the school will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need 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.

A Medication Authority Form is available on the school's website.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- 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 medication 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 staff member in charge will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form.
2. A log is kept of medicine administered to a student.
For a template Medication Administration Log please see Appendix B.]
3. The teacher in charge of a student at the time their medication...:
 - is informed that the student needs to receive their medication; and
 - if necessary, will 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 school 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 First Aid Attendant will ensure that medication is stored:

- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to instructions, particularly in relation to temperature.

For most students, the school will store student medication in the First Aid Room.

Warning

We will not:

- in accordance with Department of Education and Training policy, 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 student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

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

Step	Action
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 Zero "000" for an ambulance at any time.

FURTHER INFORMATION AND RESOURCES

Please refer also to the 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*.

REVIEW CYCLE

This policy, first developed in this format in August 2019, will be reviewed as part of the school's three-year review cycle.