



ADMINISTRATION OF MEDICATION POLICY

Rationale

Wheelers Hill Primary School will safely manage the provision of medication to students while at the school or school activities, including camps and excursions.

1 Guidelines

- 1.1 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
- 1.2 If a student requires medication, Wheelers Hill Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Wheelers Hill Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Wheelers Hill Primary School will follow the procedures set out in this policy.

2 Implementation

AUTHORITY TO ADMINISTER MEDICATION

- 2.1 In most cases, parents/ carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical practitioner should complete. If advice cannot be provided by a student's medical Practitioner, the Principal (or their nominee) may agree that the Medical Authority Form can be completed by student's parents/carers. The form 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
- 2.2 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 Care Support Plan if required)
- 2.3 Parents/ carers can contact the General Office for a Medical Authority Form

ADMINISTERING MEDICATION

- 2.4 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
- 2.5 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
- 2.6 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 Medical Authority Form so that:
 - the student receives the correct medication
 - in the proper dose
 - via the correct method (e.g. inhaled or orally)
 - at the correct time of the 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
 - will, if necessary, release the student from class to obtain their medication

SELF ADMINISTRATION

- 2.7 The only medication that Wheelers Hill Primary School supports the self-administration of is the use of Asthma preventers. In the case of an insulin pump being used for a child with Diabetes students may adjust their dosage under the instruction of the parent and/ or a staff member.

STORING MEDICATION

- 2.8 The principal (or their nominee) will put in place arrangements so that medication is stored:
- securely to minimise the risk to others
 - 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 packet instructions, particularly in relation to temperature
- 2.9 For most students, Wheelers Hill Primary School will store student medication in the First Aid room.
- 2.10 Wheelers Hill Primary School 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

- 2.11 If a student takes medication incorrectly, staff will endeavor 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.

3 Evaluation

3.1 The Education Sub Committee will review the effectiveness of the school's Curriculum Policy on a cyclical basis in accordance with DET guidelines.

Related policies

- First Aid policy
- Health Care Needs policy
- Medication Authority Form
- Medication Administration Log
- Health Care Support plan

Policy Area	Ratified by School Council	Next review
Student Safety	June 2021	2023