



Administration of Medication

Rationale

- Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.
- Teachers and schools are often required to administer medication to children to control a health condition. Such requests at Essendon Keilor College will be managed in an appropriate manner so that teachers, (as part of their duty of care), can assist children to take their medication. The College will ensure children's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.
- All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.
- The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken 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.
- Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

Purpose

- To ensure staff store and administer medication correctly. The policy relates to all medications including prescription and non-prescription medication.
- To ensure Essendon Keilor College complies with the requirements of the *Working with Children Act 2005*.
- To ensure the school complies with Child Safe Standards 1 & 2.

Implementation

- The wellbeing of every child is this school's highest priority.
- The school will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the child's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/carers.
- Please refer to [Medication Authority Form \(Word – 52Kb\)](#) and [Medication Administration Log \(Word – 51Kb\) \(doc – 70.5kb\)](#) downloadable from Eduweb.
- **Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.

- If necessary, the school will obtain clarifying information from the doctor via the parent/carer or from a hospital pharmacy, ensuring the confidentiality of the child is ensured.
- The Principal, or nominee will ensure that the correct child receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.
- A log or register of medicine administered will be kept. As a good practice, entries will be signed by two people.
- The Principal or nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.
- Notwithstanding any of the above, the school will encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school or before bed.
- The school will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- The school will ensure that medication is stored securely to minimise risk to others, in a place only accessible by staff who are responsible for administering the medication, away from the classroom and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- No child will be permitted 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.
- Use of medication by anyone other than the prescribed child will not be permitted.
- The school, in consultation with parents/carers and the student's medical/health practitioner, will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, 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.
Note: It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.
- Also at the Principal's discretion, students may carry their own medication with them, preferably in the original bottle, 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.
 - In the event of an error in medication administration, the school will follow first aid procedures outlined in the Student Health Support Plan or the Anaphylaxis Management Plan, ring the Poisons Information Line, call an ambulance if appropriate, contact the parents/carers and promptly review the procedures adopted.
- Please refer also to the school's specific medical conditions policies e.g. *Anaphylaxis Management*, the *Duty of Care Policy*, *First Aid Policy* and the Child Safe Standards.

MEDICATION MANAGEMENT PROCEDURES

The school has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student medical information.

Student Information

Parents and/or carers are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a medical condition or illness has an Individual Management Plan that is attached to the student's records. This Management Plan is provided by the student's parents/carer and contains details of:

- the usual medical treatment needed by the student at school or on school activities
- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student's doctor

Administration of Prescribed Oral Medication

Parents/carers are required to inform the Principal in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Medication Administration Permission Forms are available from the Administration Office and should be completed and signed by the parent/carer.

Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from teachers. This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff and, parents/carers are required to supply medication in an original container that gives the name of the medication, name of the student, the dose, and the time it is to be given.

Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the school administration office.

Administration of Analgesics

Analgesics are only to be given following written permission of parents/carers and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

Student Asthma Information

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.

This Plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
- name, address and telephone number of an emergency contact
- name, address and telephone number (including an after-hours number) of the student's doctor

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during school attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.

Asthma Medication

There are three main groups of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device.

Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications will be easily accessible to students at all times, preferably carried by the student with asthma. All students with asthma are encouraged to recognise their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at school.

Preventer medications come in autumn colours (for example brown, orange, and yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and will generally not be seen in the school environment.

Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day. Symptom controllers and preventer medications are often combined in one device. These are referred to as combination medications and will generally not be seen at school.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

Reference:

www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx