



## Medication Administration Policy

The school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication or illness.

From time to time, many students attending school may need medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Cann River P-12 College will follow the Department's policies and procedures in relation to the administration of medication for students, available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

## Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (Appendix A) and with the relevant documentation from the student's medical/health practitioner.

In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying 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.

If necessary, the college will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

## Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that:

- the student receives;
- the correct medication;
- in the correct dose;
- via the correct method (such as orally or inhaled);
- at the correct time of day;
- a log is kept of the medicine administered; and
- Medication Authority Form (Appendix A) has been completed.

Staff at the college will only administer Panadol to those students who have returned a signed 'Permission to administer Panadol' form provided to parents each year.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

Our school will not:

- 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 family or health practitioner.
- allow use of medication by anyone other than the student to whom it is prescribed.

Note: Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

### **Self-Administration**

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, 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

### **Storing Medication**

Cann River P-12 College will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- 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
  - away from the first aid kit

### **Student Information**

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

## **Care Arrangements for Ill Students Policy**

All staff at Cann River P-12 College will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Cann River P-12 College will ensure that sufficient staff are trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>.

Staff can also contact Cann Valley Bush Nursing Centre (on 5158 6274) in an emergency.

Staff will communicate students' health problems to their parents/carers as necessary.

### **General Care Arrangements**

If a student feels unwell they will be sent to the first aid room/sick bay room at the front office where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms

- treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

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<b>Author</b>	Ruby Mills
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	