



MEDICATION MANAGEMENT POLICY

Ratified November 2014

*All children have the right to learn
Everyone is treated respectfully
We all have the right to feel safe*

WE VALUE:

*Teamwork, Respect, Responsibility,
Persistence and Honesty*

Health Care Plans

- Parents and guardians retain primary responsibility for ensuring that the school has relevant health care information about their child/children.
- Relevant health care information should be provided at the time of enrolment, and at least annually thereafter.
- If updated health care information is not provided as requested, school staff can provide only first aid assistance, in accordance with their training.
- Health care information should also be reviewed at any other time when the parent or guardian, doctors or others responsible for the child's well-being identify a need to do so.
- The health care plan should outline recommendations for routine and emergency health care, in the education setting, for a specified time.
- The health care plan must be authorised by the treating health professional and signed and released by the parent/s or guardian/s.
- Not all students with a health condition require a health plan. If the parent/s guardian/s are happy for the student to manage their own care (ie administer their own asthma puffer) then that child does not require a written plan. A written medication authority form from their prescribing health professional must be provided.
- Health care plans are confidential, are stored in the student's file, and are only accessed on a 'need-to-know basis.
- All students with a health care plan have their photo and relevant information displayed in the staff room, and staff are expected to familiarise themselves with individual student's needs.
- Health care plans are also stored in the Relief Teacher folder in each classroom.

Self-management of Medication

- When a student is deemed responsible for their own self-management of medication, the following principles need to be followed:
 1. A written medication authority from their prescribing health professional has been provided
 2. Medication may be stored in the student's bag, when it does not have specific storage requirements such as refrigeration, and is considered safe and not liable to be accessed by other students. Otherwise, the medication must be stored by the first aid staff member.
 3. The medication is in the original pharmacy labelled container
 4. Staff are able to stop self-medication if they have a concern about the safety of the student
 5. The student is required to notify the first aid staff member each time before they self-administer, as each incident must be recorded.

Health Support Plans

- A health support plan is required when a student needs staff to undertake individualized care.
- The health support plan should be based on a health care plan, and should incorporate a process for monitoring and review.
- The plan should include duties of staff related to individualized first aid, supervision for safety, personal care, and other related issues.
- It should be agreed to and endorsed by the site leader, participating staff, parent/s or guardian/s and where possible, the student.

Management of Medication

- When staff are requested to give medication to a student outside of a health care plan, a written medication authority from the student's prescribing health professional must be provided.
- School staff will only store and supervise medication that has been prescribed by a doctor, for the period of time specified. Analgesics and other over the counter medications should also be prescribed for staff to be asked to supervise their use.
- Any medication given at school must come in original packaging with chemist label.
- Medications must be stored in strict accordance with product instructions.
- All medications should be stored in a secure, limited access site.
- All medications must be accompanied by written instructions from the parent/guardian or doctor. They must match the printed instructions on the product packaging. This can be in the form a the standard 'medication authority' DECD form, or a written letter
- All medications stored at school are monitored periodically, to ensure they remain in date. If a medication is close to, or out of date, parents are required to replace it.
- Storage and administering of medications will be the task of one staff member, and in their absence, delegated to another.

Recording the Administering of Medication

- All medications administered will be recorded on the First Aid Record, either by the first aid staff person, or the delegated person who has administered the medication
- The record includes date, time, reason, dosage, and is signed.

Monitoring Effects of Medication

- A student should not take their first dose of a new medication at school.
- It is not the role of school staff to monitor the effects of medication. Staff will make normal observations and provide routine first aid responses.

When Off Site

- All student medication must be taken with students whenever they are off-site, either on an excursion, or a walk around the town.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the First Aid Record. Completed pages will be returned to the official medications register on return of the excursion to school.

When on a School Bus

- In the event of an emergency, the bus driver may stop the bus and administer basic first aid.
- If a student requires medication, ie Phenergan for a bee sting, the medication must be stored in that student's bag securely, or in the first aid box stored on the bus.
- It is the parent's responsibility to ensure the medication remains in date.

Medication Error

- If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps will be followed:

ring the POISONS INFORMATION LINE 131126



give details of the incident and client



act immediately on their advice (eg call an ambulance 000)



notify the student's emergency contact person



document your actions



**review medication management procedures at the worksite
in light of the incident**