

# MEDICATION PROCEDURES

## STUDENT

### INTRODUCTION

The administration of medication for students at school is an important issue that must be managed strictly. When students are using prescribed medication, and are required to take this medication whilst at School, the School will support parents as much as possible.

Documentation of all administration of medication, action plans, and agreements to perform the necessary functions, (e.g. listing times, doses, dates of medications, outcomes) is required for legal and medical reasons. These functions must be carried out and recorded on standard notification forms whenever School staff undertake to administer medication to students/ or supervise the taking of medication by a student.

The School recognises that some students have a need to access medications on a regular basis for medical conditions. Student self-care (where the student is capable of self-administering medication) is preferable.

### OVER THE COUNTER (NON-PRESCRIBED) MEDICATION

The School will normally not be involved in administering non-prescribed medication. Drugs such as those used for travel sickness, antihistamines, pain relief, and cough mixtures can have side-effects such as drowsiness, nausea, and may affect student performance. It is the responsibility of the parent/guardian/carer to notify School staff if a student is taking over-the-counter medicine. Any medication required to be taken while on School Camps requires an appropriate medical form to be completed and signed by a doctor.

### MINOR ANALGESICS

Parental permission will be requested before the administering of paracetamol in the First Aid Room. Senior School students may be granted permission to receive Panadol occasionally; with written notice only.

### PRESCRIBED MEDICATION

The potential hazards involving the misuse of any drug or medication can be severe. The School needs to be informed if student performance or behaviour is likely to be affected by medication.

1. Where possible, medication is to be administered outside of School hours or by parents in School hours.
2. Parents are to contact teachers and discuss their child's medical condition with the teacher.
3. If a student is required to carry and self-administer prescribed medicine while at School, the parent/guardian/carer must advise the School of all relevant details. Students may only bring the quantity of medication for the School day can be brought onto the School premises.
4. School staff are not expected to administer prescribed medication or treatments which require specialist training, such as giving injections.

5. If the student is determined to be incapable of self-administering prescribed medication, discussion is necessary between School staff, parent/guardian/carer to determine what assistance is needed and what can be provided by School staff.
6. If School staff are to administer medication to a student, the following applies:
  - Parent/guardian/carer is responsible for the submission in writing of details of the student's required medication, most typically a letter of medication instructions from the prescribing Doctor;
  - Parent/guardian/carer must provide the medication in a properly labelled container (name of student, name of medication, dose to be taken). Minimal quantities (daily dose) only should be sent to School;
  - School staff will *only administer prescribed medication* in accordance with instructions or advice of the prescribing Doctor;
  - The Principal or designated representative will ensure the medical information for the student is available to all staff who have the student under their care.

## EMERGENCIES

### **Emergency situations requiring the administration of prescribed medication.**

Emergency situations include those arising from asthma, diabetes and serious allergic reaction. It is the responsibility of the parent/guardian/carer to provide the School with adequate information regarding the details of the student's medical condition which may require specific action and/or treatment under emergency conditions. Where such a medical condition exists, collaborative discussion needs to take place between School staff, parent/guardian/carer and the Principal or designated representative to develop an emergency action plan upon which all parties agree. It is important for the School to assist students and families with emergency situations. **In emergency situations the School will use the 000 Ambulance service to transport the student to the nearest hospital.**

## EXCURSIONS & CAMPS

If School staff planning excursions do not feel confident in carrying out an emergency action plan in these circumstances, or other risk situations, the exclusion of the student may need to be considered. Any medication required to be taken while on School Camps requires an appropriate medical form to be completed and signed by a doctor.

Students requiring special medical consideration are not to be included on School camps and excursions where adequate medical assistance will not be available, unless adequate provision for that student's medical care is made by the family.

## DEVELOPING AN EMERGENCY ACTION PLAN FOR STUDENTS WITH MEDICAL CONDITIONS

An emergency action plan must be developed by parents/guardians/carers in consultation with the School. A doctor should be consulted by the parent/guardian/carer each year. This is necessary for students who have a known medical condition which has the potential to necessitate emergency action by staff e.g. acute asthma, diabetes, allergic reactions and students with known medical problems.

The action plan should take into consideration the following:

1. All School activities including excursions and camps;
2. Procedures agreed to by the parent/guardian/carer and School to reduce the risk of an emergency situation arising; e.g. the wearing of footwear at all times during activity on grassed areas for children who suffer from a serious allergic reaction to bee stings. Ensure the provision of extra carbohydrate (to be supplied by the parent/guardian/carer to School staff who will ensure it has been taken), for diabetics prior to strenuous activity;
3. Predetermined levels of treatment to be administered by School staff and the availability of a medical service;
4. Appropriate transportation arrangements to the nearest centre for medical treatment.

Annual revision and update of the plan is required. Copies of the action plan should be provided to the student's teachers and be displayed at a suitable location in the School, according to School policy and bearing in mind the need for confidentiality regarding the student's medical details. A copy should be kept in the First Aid Room; The student, parents/guardians/carers and relevant School staff are to be made aware of all emergency procedures.

Please access the following Medical Forms by clicking on icon below:



*Student Asthma Record*

*Student Allergic Reaction Action Plan*

*Student Medical Action Plan*

*Student Medication Instructions from Prescribing Doctor*