

Section: Welfare
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MEDICATION ADMINISTRATION

POLICY

The School is committed to promoting the safety and wellbeing of its students and staff and recognises that some students will need to access medications on a temporary or regular basis for medical conditions.

In supporting students who require medication whilst at school, it is acknowledged that:

1. The presence of quantities of medications/drugs in the School may present risks or concerns and needs to be closely monitored.
2. The extent to which assistance can be offered will be governed by available School and staff resources.
3. It is a preference that students adopt self-care when this is a viable option i.e. where the student is capable of self-administering medication.
4. All medication should be registered with First Aid Officer via Main Administration.
5. If students require medication during school time, parents must inform the School in writing, using the required forms (Appendix 1).
6. Staff may assist in self-medicating students, but are not expected to administer the medication themselves unless a mutually agreeable agreement has been reached between the parents and the School.
7. With the exception of Asthma Reliever medication, no medication belonging to one student may be administered to another.
8. The School will administer over-the-counter medication on receipt of the necessary instructions from a doctor. Medications such as those used for travel sickness, antihistamines, pain relief and cold and cough relief can have side effects such as drowsiness, and nausea and may affect student performance. It is the responsibility of the parent/guardian to notify school staff if a student is taking over-the-counter medicine. Any medication required to be taken during school time or while on School Camps requires a Doctor's signature, using the appropriate form (see Appendix 1).
9. Analgesics are non-prescribed pain suppressants (e.g. aspirin and paracetamol) and can have undesirable side-effects. Aspirin must never be administered to students without a medical practitioner's written instruction because of the possibility of the development of Reye's Syndrome (a potentially fatal disease of childhood). Student complaints, such as headaches, which may result in requests for analgesics, could have underlying medical or psychological causes requiring professional investigation.
10. For Primary and Middle School students, parental permission will be requested before the administering of paracetamol in the First Aid Room.

PROCEDURE

Responsibilities of Parents

1. Parents need to be aware that teachers are not trained paramedics, and usually have limited knowledge of the extensive range of ailments and treatments that confront students and parents.
2. Where possible, medication is to be administered outside of school hours or by parents in school hours.
3. Parents are to contact the School and provide the required details of their child's medical condition and any required medication.
4. If a student is required to carry and self-administer prescribed medication whilst at School, the parent/guardian must advise the School of all relevant details, e.g. what form the medication takes, the correct dose and the symptoms associated with misuse, overuse, or under-use as indicated by the treating doctor (see Appendices).
5. Only the required quantity of medication for the school day can be brought onto the School premises by the student.
6. School staff are not expected to administer prescribed medication or treatments which specialist training, such as giving injections.
7. If a student is determined to be incapable of self-administering prescribed medication, discussion is necessary between School staff and the parent/guardian to determine what assistance is needed and what can be provided by School staff. If it is agreed that School staff are to administer medication to a student, the following procedures apply:
8. The parent/guardian must provide written authority for the School staff accepting responsibility to administer or oversee the administration of the prescribed medication, (see Appendices).
9. The parent/guardian is responsible for the submission in writing of any requirements of the student for medication, including details from the medical practitioner (See Appendices), and of the circumstances for the appropriate use and application of the medication.
10. The parent/guardian 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.
11. School staff should only administer prescribed medication in accordance with instructions or advice of a medical authority (see Appendices).
12. The choice of a prescribed medication is the treating doctor's responsibility. It is not the responsibility of School staff to comment on prescribed medication for students.
13. Emergency situations include those arising from asthma, diabetes and serious allergic reaction. It is the responsibility of the parent/guardian 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 and the Principal (or designated representative) to develop an emergency action plan upon which all parties agree, (see Appendix 3).
14. Students requiring special medical consideration may only attend School Camps and excursions where adequate medical assistance will be available. Additional provision for a student's medical care made be provided by the parent/guardian or family member, subject to the approval of the School.

Responsibilities of School Staff

1. Staff should administer prescribed medication only where there is an agreement between staff, parents/guardian and the Principal and where written instructions (as per Appendices 1, 2 or 4) from the prescribing doctor have been provided by the parent/guardian.
2. School staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to School.
3. The Principal or designated representative will:
 - a) Ensure communication occurs between parents, School staff and appropriate health professionals (eg. nurse, family doctor, pharmacist).
 - b) Provide approval for School staff to administer or supervise the administration of medication to students.
 - c) Ensure safe and confidential storage of records relating to the administration of medication.

Emergency Action Plan for Students with Medical Conditions

Where a student has a known medical condition which has the potential to necessitate emergency action by staff (e.g. acute asthma; diabetes; allergic reactions) an Emergency Action Plan is required. The plan must be developed in consultation with the family doctor or relevant medical practitioners and in negotiation between the parent/guardian and the School.

An Emergency Action Plan should take into consideration the following:

1. All school activities including incursions, excursions and camps.
2. Procedures agreed to by the parent/guardian and the School to reduce the risk of an emergency situation arising.
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.
5. Annual revision and update of the plan or more frequent, as required.
6. Written approval from the parent/guardian to implement the Action Plan.
7. The Action Plan should be provided to the student's teachers and be available at a suitable location in the School, according to School policy whilst maintaining appropriate confidentiality regarding the student's medical details.
8. Arrangements for the student, parents/guardians and relevant school staff to be made aware of all emergency procedures.

Attachments

Appendix 1	Medication Instructions from Prescribing Doctor	<i>Please click on title for attachment</i>
Appendix 2	Action Plan for Allergic Reactions	<i>Please click on title for attachment</i>
Appendix 3	Student Asthma Record	<i>Please click on title for attachment</i>
Appendix 4	Student Medical Action Plan	<i>Please click on title for attachment</i>

Preservation of Records

1. A School staff member involved in administering medication to a student should make a record each time, clearly giving details of medication given, time and date administered and by whom (for possible future reference). This will enable the School staff to clearly establish the medication given on a particular day and that procedures agreed to were followed.
2. All recorded data should be kept in a secure place.
3. All agreements to the administration of medication and all records of medication given, need to be held by the School.
4. Copies are to be sent to Main Administration to be placed on student file and copies to teachers involved.

Storage of Medication

1. All medications must be submitted to the First Aid Officer with appropriate paperwork.
2. Prescribed medication which is to be administered by the First Aid Officer must be stored safely in a lockable compartment or cupboard which can only be accessed by authorised persons.
3. Medications which are required to be refrigerated should be under the care of the First Aid Officer and should be isolated in a secure container.
4. All medication handed to the First Aid Officer must be in a properly labelled container which shows the name of the drug, name of the student, the dose and frequency (provided by **parent/guardian**).

Medication which is not labelled correctly will not be accepted for use. It is the responsibility of the **parent/guardian** to ensure that the medication is clearly labelled, is not out of date and is provided in sufficient quantities for the student's needs.

Handling Request for Assistance with Routine Medication

Ascertain:

1. Can the medicine be administered outside school hours?
2. Parents to discuss with treating doctor whether the medication can be prescribed to be given outside school hours.

3. Can parents administer in school hours?
4. Is the student capable of self-administration?
5. When can the student assume responsibility?
6. Are parents or a nominee available to administer medication if the School staff are unable to in School hours e.g. because of lack of School or staff resources?

Parents are responsible for the medication – School staff have a responsibility to manage the request for assistance taking into consideration School and staff resources.

The School requires parents to be responsible to inform the School staff if:

1. A student is carrying medication to School, what form the medication takes e.g. tablet, mixture, inhaler, and for what reason.
2. Any condition exists e.g. asthma, allergic reaction to bee sting, which may require staff to take emergency action.
3. Any medication requires the assistance of School staff; bearing in mind that the student self-medicating is the ideal from the School's perspective.
4. If there is a need for safe storage and whether the student carrying medication which may be a danger to other students

No student is to carry large quantities of drugs to School. All medication brought to School must be clearly labelled with the student's name and the drug's name and strength.

Where parents cannot manage an administration schedule without teacher assistance, it is to be noted that:

1. Teachers are not to keep any supplies of children's medications at School without prior discussion with the Principal, as some drugs are potentially dangerous and/or have a black market value (e.g. some drugs for the treatment of ADD).
2. The daily dose should be brought in each day and be delivered to the teacher. Self-administration is the preferred mode of operation if the student is capable of this structure. This is to be determined via discussion with parents. In this case the daily dose only is to come to School.
3. Any medications provided to the teacher **with their** acceptance and after approval by the Principal, are to be locked away until administered.
4. Teachers are to have clear, detailed written instructions, signed by a doctor, regarding the dosage and its administration.
5. Any medications to be administered to a student must be checked with a second staff member and the student must be monitored to ensure they are consumed.
6. Teachers are to have clear, detailed written instructions regarding appropriate responses in an emergency situation. These written instructions are to be followed carefully.
7. Teachers are not paramedics nor do they have detailed day to day experience of any one child's health issues.

Handling Assistance with Emergencies

Note: School staff are not obliged to give injections and in a general School situation would not be obliged to assist in this way. Emergency situations may occur and a student may be in danger if an immediate injection of prescribed medication is not administered. Where medical help is not available, School staff may give the injection and are legally covered where they:

1. Acting within the agreed emergency plan;
2. Provide all reasonable assistance without impeding the help offered by more qualified persons (e.g. first aiders, doctors, nurses etc.);
3. Have received adequate instructions from a qualified medical practitioner, nurse or **parent/guardian** trained in how to administer the medication;
4. Promptly document all actions taken.,

Prior to administration of an injection to a student, staff must check the label and dosage of the injection and the identity of the student (and cross check these details with a second adult person where practicable), to ensure that the injection is given in accordance with directions from the student's **parent/guardian** or doctor.