



Medication Policy

Background

- Schools must have a Medication Management Policy that outlines the school's processes and protocols, is ratified by the School Council, is communicated to the school community, protects student privacy and confidentiality to avoid any stigmatization and ensures teachers abide by their duty of care by assisting students to take their medication where appropriate.
- All medication to be administered must be accompanied by a Medical Authority Form 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.

Purpose

- To ensure staff store and administer prescription and non-prescription medication correctly.
- To ensure Werribee Primary School complies with DET policy and guidelines and the provisions of the *Working with Children Act 2005*.

Implementation

- 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 student'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/guardians.
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 or from a hospital pharmacy, ensuring the confidentiality of the student is ensured.
- The Principal, or will ensure that the correct student 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 of medicine administered will be kept. As a good practice, entries will be signed.
- Notwithstanding any of the above, the school will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.
- The school will ensure that medication is stored in a locked cupboard 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
- 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 student 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 student will not be permitted.
- Only in a life threatening emergency might this requirement be varied. For example, if a student is having an asthma attack and the child's own blue reliever puffer is not readily available, one should be obtained and given without delay.
- In the event of an error in medication administration, the school will ring the Poisons Information Line on 13 11 26 and give details of the incident and student, call an ambulance if appropriate, contact the parents and review the medication management procedures at the school in the light of the incident
- Please refer also to the school's *Duty of Care Policy*, the *Anaphylaxis Management Policy* and the *Asthma Management Policy*.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early September 2014).

When First Developed/Reviewed - DET School Policy Advisory Guide > A-Z Index: October 2014

This policy was ratified by School Council on 18 October 2016

Next review Due: August 2019

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