



Mentone Primary School Distribution of Medication Policy

Aim: To ensure Mentone Primary School stores and administers medication correctly to students.

Written advice on a Medication Authority Form should be obtained 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, in exceptional circumstances the principal may decide that the form can be completed by parents/guardians. (See: Department resources).

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.

The school should get:

- Clarification about medication from the parents/guardians or adult/independent student, who may need to contact the prescribing medical/health practitioner.
- General information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

Administering medication

The Principal, or their nominee must 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 is kept of medicine administered.
- Teachers in charge of students at the time their medication is required:
 - Are informed that the student needs to be medicated.
 - Release the student from class to obtain their medication.

Recording

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Good practice is to have two staff members:

- Supervising the administration of medication.
- Checking the information noted on the medication log.

The school can observe and document behaviours for the student's medical/health practitioner.

Note: It is not the school's role to:

- Interpret behaviour in relation to a medical condition.
- Monitor the effects of medication.

The school should not:

- Store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- 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 prescribed student.

Note: Only in a life threatening 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.

Self-administration

The school should consult with parents/guardians and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.

The school should obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

Ideally, the self-administered medication should be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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

Schools should 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.

Medication error

The steps below describe how the school should respond when a student has taken medicine incorrectly.

Step 1: If required, follow first aid procedures outlined in the:

- Student Health Support Plan, or Anaphylaxis Management Plan.

Step 2: Ring the Poisons information Line, 13 11 26 and give details of the incident and student.

Step 3: Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.

Step 4: Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken.

Step 5: Review medication management procedures at the school in light of the incident.

Appendices:

- Medication Administration Log
- Medication Authority Form

This policy was last ratified by School Council on **11/11/2015**

Medication Administration Log

This log has been developed as a suggestion only, to assist the Principal/or nominee when administering the taking of medication. This log, or equivalent official medications register), should be completed by the person administering the taking of medication.

*Please note at least one dose of the medication must have been administered by a Parent or guardian prior to the child attending school.

Name of student: _____ Year level: _____

Date <small>(Day, month and year)</small>	Time	Name of Medication <small>Family Name (please print)</small>	Tick When Checked (✓) <small>First Name (please print)</small>				Comments	Name of staff <small>(Please print & initial)</small>
			Right Child	Right Medication	Right Dose	Right Route <small>(oral/inhaled)</small>		

Record for cross-checking: It is recognised that in many specialist school settings medication is administered using a system of two staff members checking the information noted on this log. This is an appropriate added safety measure and seen as good practice.

Name of Medication:	Prescribed Dose:

Medication Authority Form

for a student who requires medication whilst at school

This form should be completed by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCI): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>. *Please note the first dose of a medication must be administered under the supervision of the child's parent or guardian or health practitioner in case of allergic reaction.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

MediAlert Number (if relevant): _____ Review date for this form: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

Please indicate if there are specific storage instructions for the medication:

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Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<u>Authorisation:</u>
Name of Medical/health practitioner:
Professional Role:
Signature: Date:
Contact details:
Name of Parent/Carer or adult/Mature minor**:
Signature: Date:

If additional advice is required, please attach it to this form

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).