



TINTERNVALE PRIMARY SCHOOL

Administration of Medications & Care Arrangements for Ill Students

Administration of Medication

Tinternvale Primary School is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfill their duty of care in relation to any medication.

From time to time, many students attending school may need medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Tinternvale Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:

<http://www.education.vic.gov.au/school/Principals/spag/health/pages/supportplanning.aspx>

Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parent/guardian by way of filling out the Medication Authority Form (**Appendix A**) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying 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.

If necessary, Tinternvale Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The Principal (or nominee) administering medication must ensure that the student receives;

- the correct medication
- in the correct dose
- via the correct method (such as orally or inhaled)
- at the correct time of day
- a log is kept of the medicine administered
- the Medication Authority Form (**Appendix A**) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

Our school **will 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 student to whom it is prescribed.

Note: Only in an 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.

The Principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

Self-Administration

The school, in consultation with the parent/carer and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

Note: The Principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, 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

Tinternvale Primary School will 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:
 - a. securely to minimise risk to others
 - b. in a place only accessible by staff who are responsible for administering the medication
 - c. away from the classroom
 - d. away from the first aid kit

Student Information

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan [see template at:

<http://www.education.vic.gov.au/school/Principals/spag/health/Pages/supportplanning.aspx>] which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)

- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Appendices connected with this policy are:

- **Appendix A:** Medication Authority Form
- **Appendix B:** Student Health Support Plan

Care Arrangements for Ill Students

All staff at Tinternvale Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Tinternvale Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#). Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/Principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

If a student feels unwell they will be sent to the school office, where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- contact the parent/carer to request that they take their child home where necessary.

See: [Medical Emergencies](#)

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Resources:

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

[NURSE-ON-CALL](#).

Ratified by School Council: August 2016

Review Date: August 2019

Appendix A

School - Medication Authority Form



Medication Authority Form
for a student who requires medication whilst at school

This form should be completed ideally 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 (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

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

Name of School: Tinternvale Primary School _____

Student’s Name: _____ Date of Birth: _____

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

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

Medication Storage

Please indicate if there are specific storage instructions for the medication:				
				Start date: / /
				End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

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 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.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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](#)).