

**Mount Waverley Primary School**  
**Medication Policy**



***‘Achieving Excellence Together’***

**2019**

**Principal: Greg Paine**

**School Council President: Michael Seelig**



## MOUNT WAVERLEY PRIMARY SCHOOL

### Medication Policy

#### **RATIONALE**

Mount Waverley Primary School (MWPS) has procedures for supporting students with identified health needs who require medication. MWPS has processes in place to explain to parents, students and carers how the school safely manages the storage and provision of medication (both prescription and non-prescription) to students while at school or during school activities, including camps and excursions.

#### **PURPOSE**

This policy is designed to ensure that MWPS stores and administers medications safely, correctly and in a manner that protects the privacy of its students. The policy is in line with recommendations from the Victorian Department of Education and Training.

#### **POLICY GUIDELINES**

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

If a student requires medication, MWPS encourages parents to arrange for the medication to be taken outside of school hours. However, MWPS understands students may need to take medication at school or during offsite school activities. To support students to do so safely, MWPS will follow the procedures set out in this policy.

#### **Authority to Administer**

If a student needs to take medication while at school or at a school offsite activity:

- In most cases, Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- Instructions may be clarified by contacting the parent/guardian, who may need to contact the prescribing practitioner
- If advice cannot be provided by a student's medical/health practitioner, the school Principal (or their nominee - School Nurse or First Aid trained staff ) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers

- General advice regarding safe administration practices can be directed to the school nurse or local/hospital pharmacist
- Unless otherwise specified, authority to administer medications should be reviewed yearly
- Parents must notify the school / school nurse of any changes to the medication and or administration

Parents/carers can contact the School Nurse for a Medication Authority Form or download from Compass.

### **Administering Medication**

Any medication brought to school by a parent for their child needs to be in original packaging, clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure the medication a student has at school is within its expiry date. If school staff become aware the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange to replace and provide the school with 'in date medication'.

If a student needs to take medication at school or a during a school offsite activity, the Principal (or their nominee) will ensure that:

- Medication is to be administered and documented using MWPS Medication Administration Form, first aid documentation or the Asthma/Anaphylaxis Management Plan so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day
- A Medication Administration Log is kept in the School Health Centre of any medicine administered to a student
- With the exception of the school nurse, medications will be supervised and checked by two members of staff. Staff can then observe and document behaviours for the students' medical practitioner as appropriate (i.e. in the case of a new or unfamiliar medication). This does not, however, involve interpreting behaviour in relation to a medical condition or monitoring effects of a medication
- In some cases it may be appropriate for students to self-administer their medication. Self administration of medication is permitted only in situations previously agreed to by the school Principal, the parent/guardian and medical practitioner, where a students' capacity is deemed sufficient taking into account age and circumstances. This needs to be set out in writing on a Medication Authority Form. If the principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner
- The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.

### **Storing Medication**

At MWPS Medication is to be stored in the School Health Centre:

- In the original packaging, clearly labelled with the student's name, correct dosage and the time of administration

- According to the product instructions in either the sick bay fridge, medication cabinet or asthma/anaphylaxis/first aid bags where appropriate
- Securely to minimise the risk to others
- For the length of time specified by the accompanying written instructions or until the medication has expired. If the medication expires, a parent or guardian is to be notified so the medication can be replaced.
- In no larger quantities than one week supply. This does not apply in cases of long term, continuous medication regimes
- Away from the classroom or first aid kit
- In a place accessible only to staff responsible for administering it

For most students, MWPS will store student medication at the School Health Centre.

However, the Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner, in cases where immediate access is required to manage anaphylaxis, asthma or diabetes, the medication must be stored

- in an easily accessible location
- securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - 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.

### **Warning**

MWPS will not:

- in accordance with Department of Education and Training policy, 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 student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

### **Medication Error**

If a student takes medication incorrectly, staff will endeavour to:

<b>Step</b>	<b>Action</b>
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call **Triple Zero "000"** for an ambulance at any time.

### **Documents Relating this policy**

MWPS Medication Administration form

MWPS First Aid Policy  
 MWPS Anaphylaxis policy  
 MWPS Duty of Care policy  
 MWPS Camping policy  
 MWPS Excursions & Incursions policy  
 MWPS Student Engagement, Wellbeing & Inclusion policy  
*Working with Children Act 2005*  
*Asthma Foundation: Resources for schools and children's services*  
<https://www.asthmaaustralia.org.au/vic/home>

**EVALUATION**

This policy will be reviewed as part of the school's regular evaluation cycle and will be reviewed in four years time or as required.

<b>Policy Area:</b> Student Wellbeing	<b>Tabled at School Council:</b> November 2019	<b>Next Review:</b> 2023
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# Mount Waverley Primary School

Park Lane, Mount Waverley Ph: 9807-1480

PO Box 337, Mt Waverley 3149

Students Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

Date this form is to be reviewed (reviewed yearly unless specified): \_\_\_\_\_

NAME OF MEDICATION	DOSAGE (amount)	TIME(S) IT IS TO BE TAKEN	HOW IT IS TO BE TAKEN (orally/topically/injection)	DATES
				Start date: / / End date: / / Ongoing medication <input type="checkbox"/> As required <input type="checkbox"/>
				Start date: / / End date: / / Ongoing medication <input type="checkbox"/> As required <input type="checkbox"/>
				Start date: / / End date: / / Ongoing medication <input type="checkbox"/> As required <input type="checkbox"/>

Please leave medication in its original packaging (including pharmacy label) and supply it to the school with this form.

School staff **do not** monitor effects of medication and will seek emergency medical assistance if concerned about a students' condition following medication administration.

#### 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.

Additional Information(including special storage instructions):

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**Authorisation:**

Sign/Print(Parent/Guardian/Medical Practitioner): \_\_\_\_\_

Date: \_\_\_\_\_

Contact Details (Medical Practitioner only): \_\_\_\_\_

**OFFICE USE ONLY:**

**Medication Administration Log**

Date & Time	Please Tick When Checked (☑)					Comments	Staff Print & Sign
	Right Student	Right Medication	Right Dose	Right Route (oral inhaled etc.)	Right Time		
