

ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

To explain to parents/carers, students, and staff the processes Statewide Vision Resource Centre will follow to safely manage the provision of medication to students while at our centre or program activities, including camps and excursions.

SCOPE

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

POLICY

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

AUTHORITY TO ADMINISTER

If a student needs to take medication while at our centre or at a program activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the centre which details:
 - the name of the medication required
 - the dosage amounts
 - 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.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.

- If advice cannot be provided by a student's medical/health practitioner, the Assistant Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Assistant Principal and/or Leading Teacher may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the office for a Medication Authority Form.

ADMINISTERING MEDICATION

Any medication brought to our centre by a student needs to be clearly labelled with:

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

Parents/carers need to ensure that the medication a student has at our centre is within its expiry date. If staff become aware that the medication a student has at our centre has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at our centre or a program activity, the Assistant Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form 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.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. 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.

Self-administration

In some cases, it may be appropriate for students to self-administer their medication. The Assistant Principal and/or Leading Teacher may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Assistant Principal and/or Leading Teacher decides to allow a student to self-administer their medication, the Assistant Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The Assistant Principal (or their nominee) will put in place arrangements so that 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 a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Statewide Vision Resource Centre will store student medication in the first aid fridge or locked cupboard in the first aid room (Office 1) if necessary.

The Assistant Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's bag 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

Statewide Vision Resource Centre will not:

- in accordance with Department of Education 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 our centre 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:

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways included in staff induction processes:

- Available publicly on our centre's website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Made available in hard copy from administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Approved by	Next scheduled review date
November 2022	Principal	November 2025