



# Mernda Primary School 0488

## MEDICAL DISTRIBUTION POLICY

### RATIONALE

Many students attending school need medication to control a health condition. It is necessary that all staff (as part of their duty of care) assist students, where appropriate, to take their medication. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

### GUIDELINES

- Our school has established this administration of medication policy to outline the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at our school.
- The student's parent/carer may request medication be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- Students will generally need supervision of their medication and other aspects of health care management.

### PROCEDURES

- All medications, including prescription as well as non-prescription medication, are to be administered by school personnel following the processes and protocols set out in this Medication Distribution Policy. In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.
- Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.
- Parents of any student who has a medical condition or illness should communicate with the school to ensure their child has an individual management plan. This management plan is provided by the student's parents/guardians and contains details of:
  - The usual medical treatment needed by the student at school or on school activities;
  - The medical treatment and action needed if the student's condition deteriorates;
  - The name, address and telephone numbers for an emergency contact and the student's doctor.

- Parents/guardians are required to inform their child's teacher in writing of any prescribed medication that students need to take in school hours. **Medication needs to be handed to the office staff together with a signed Medication Authority Form detailing medication, dosage and time to be taken.** Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.
- All medication sent to school is to be administered by school staff.
- Parents/guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose and the time it is to be given.
- When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered.
- Where medication for more than one day is supplied, it is to be **stored securely in the First Aid Room.**
- Asthma medication should be provided to the school by parents/carers in conjunction with a written Asthma Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the student's parent/carer.
- Anaphylaxis medication should be provided to the school by parents/carers in conjunction with an ASCIA Action Plan for Anaphylaxis and agreed Anaphylaxis Management Plan.
- The Leadership Team (or nominee) administering medication needs to ensure that:
  - The right medication;
  - And the right dose;
  - By the right route (oral or inhaled etc)
  - At the right time
  - With the right documentation
  - And the right person

The Leadership Team (or nominee) administering the medication needs to ensure that the right response to administering medication is followed:

- They record anything they have observed
- Permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner.
- The principal or their nominee will inform teachers of those students in their charge who required medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the principal or nominee.

- The school medication register, kept in the First Aid Room, will be completed by the person administering the taking of medication.
- The school, in consultation with parents/carers and the student's medical/health practitioner, will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.
- It is at the principal's discretion to whether a student can carry and manage his/her own medication.

### **LINKS AND APPENDICES (including processes related to this policy)**

Relevant resources include:

- [DET Medication Policy](#)
- [DET Anaphylaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Asthma Society Webpage](#)

Appendices which are available to staff and may be used with policy are:

- Appendix A: Medication Authority Form

This policy was last ratified by School Council on	18 <sup>th</sup> October 2017
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