

# Administration of Medication Policy

## 1. Objective

The purpose of this Policy is to explain to parents, guardians and carers and staff the processes Cheshire School will follow to safely manage the provision of medication to students while at school or school activities, including excursions and other school approved activities.

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 the School's Anaphylaxis Management Policy, and
- specialised procedures which may be required for complex medical care needs.

## 2. Scope

This Policy applies to all enrolments within Cheshire School where there is a requirement for students to maintain medication dispensation as part of their medical and health care requirements during school hours.

## 3. Context and Guiding Principles

Cheshire School is committed to:

- providing a safe and healthy environment for all students, staff and other persons attending the school
- responding immediately to those needs of a child who is ill or becomes ill
- ensuring safe and appropriate administration of medication in accordance with legislative regulatory requirements.

## 4. Definitions

Word	Definition
<b>Medication</b>	<ul style="list-style-type: none"> <li>• A medicine, or set of medicines or drugs, used to improve a particular condition or illness, prescribed or non-prescribed</li> </ul>
<b>Non-prescribed medication</b>	<ul style="list-style-type: none"> <li>• Over-the-counter medication including vitamins and cultural herbs or homeopathic medication that may have been recommended by an alternative health care professional such as a naturopath</li> </ul>
<b>Prescribed medication</b>	<ul style="list-style-type: none"> <li>• Medicine, as defined in the <i>Therapeutic Goods Act 1989</i> (Cth), that is: <ul style="list-style-type: none"> <li>○ Authorized by a health care professional</li> <li>○ Dispensed by a health care professional in the original packaging with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date</li> </ul> </li> </ul>

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## 5. Policy

Cheshire School manages medications to:

- protect student privacy and confidentiality
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.

Cheshire School will ensure medication is:

- in its original container and bears the original label with the name of the student and information on the dosage and time to be administered
- accompanied by written directions including advice for storage and administration
- within its expiry date
- stored according to the product instructions, particularly in relation to temperature.

Cheshire School will encourage parents, guardians and carers to consider whether they can administer medication outside the school day, such as before and after school and before bed.

## 6. Associated Procedures

### 6.1 Authority to administer

Cheshire School will obtain written advice on a *Medication Authority Form* 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, if this advice cannot be provided, the Head of School may agree that the form can be completed by parents or carers.

**Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the *Medication Authority Form* as it is covered in a student's health plan.**

### 6.2 Clarifying directions

Clarification about medication should be obtained from the parents, guardians or carers, who may need to contact the prescribing medical/health practitioner.

Occasionally, Cheshire School may seek general information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

### 6.3 Administering medications

When administering medication, the Head of School (or delegate) must ensure that:

- the students *Medication Authority Form* is checked as to:
  - Medication
  - Dosage
  - Time
  - Administering methodology
  - Medication is in date

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- 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
- the Medication Log is maintained with all details when the medicine administered
- teachers in charge of students (at the time their medication is required) are informed that the student needs to be medicated and release the student from class to obtain their medication

**Note: It is not the School's role to:**

- **monitor the effects of medication**
- **interpret behaviour in relation to a medical condition.**

School staff should seek immediate emergency medical assistance if they are concerned about a student's behaviour following medication.

### 6.4 Recording

A medication log is maintained 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.

### 6.5 Warning

Cheshire School does not:

- store or administer painkillers 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 parent, guardian or carer, or health practitioner.
- allow the use of medication by anyone other than the prescribed student.

**Note: Only in an emergency situation 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.**

Over-the-counter medications (including paracetamol) require a *Medication Authority Form* even if the student is carrying or self-administering their medication.

### 6.6 Specialised procedures

For information on responsibilities related to administering specialized medications such as injections or rectal suppository, refer to the School's *Health Care Needs Policy*.

### 6.7 Self-administration

The School should consult with parents, guardians or carers (and follow up with the student's medical or health practitioner as required) to determine the age and circumstances in which the student could self-administer their medication.

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The School should obtain written permission for the student to carry their medication, from the medical or health practitioner, or the parents, guardians or carers, preferably recorded in the *Medication Authority Form*.

This is not required for students with asthma or anaphylaxis as this is covered under Australasian Society of Clinical Immunology and Allergy (ASCI) action plan for anaphylaxis and the Asthma Foundation's asthma care plan for schools.

Also, at the Head of School's discretion, students can carry their own medication with them, preferably in the original container or 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 the other students.

### 6.8 Storage

Cheshire School will ensure that:

- stored medication is within its expiry date
- the quantity of medication available does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
  - according to the product instructions, particularly in relation to temperature
  - securely, to minimise risk to others
  - in a place only accessible by staff who are responsible for administering the medication
  - away from the classroom (unless quick access is required)
  - away from the first aid kit.

### 6.9 Medication error

If a student takes medicine incorrectly, Cheshire School will respond in the following way:

- if required, follow first aid procedures outlined in the:
  - Student health support plan, or
  - Anaphylaxis management plan
- ring the Poisons Information Line 13 11 26 and give details of the incident and student
- act immediately upon their advice, such as calling an ambulance (on 000) immediately if you are advised to do so
- contact the parents, guardians or carers or the emergency contact person to notify them of the medication error and action taken
- review medication management procedures at the School in light of the incident.

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## 7. Related Policies

- 05.002c Asthma Management Policy
- 05.001 Anaphylaxis Management Policy
- 05.006 Duty of Care Policy
- 05.002 First Aid Policy

## 8. Relevant Legislation Sources

- [Working with Children Act 2005](#)