

## Pakenham Hills PS Medication Policy

### **RATIONALE:**

To explain to parents/carers, students and staff the processes Pakenham Hills will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

### **AIMS:**

The aim of this policy is to:

- Provide appropriate management of medication within the school environment.
- Facilitate awareness to staff, parents and students regarding procedures for administering medications.
- Ensure all medications are administered appropriately to students in our care.

### **IMPLEMENTATION:**

- Children with serious medical conditions and those requiring regular medication during school hours will be identified to staff and appropriate details will be listed, including treatment necessary.
- All prescribed medication information and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept in a confidential medication register located in the sick bay.
- CRT folders will include details for each individual requiring medication.
- Emergency supplies of medication for severe allergies, asthma, etc. will be kept in the first aid room. These will be supplied by parents. The school will also keep an extra supply of Ventolin/Asmol and generic epi-pen in the sick bay.
- Self-managed medication such as asthma inhalers will have child's name clearly marked. Staff will be made aware of any student responsible for self-administration with an inhaler.

### **Authority to administer**

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

- 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.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or nominee) may agree that written authority using the Medication Authority Form can be completed by the student's parents/carers.
- The principal (or nominee) 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 PHPS for a Medication Authority Form.

## **Administering medication**

The First Aid Officer (or nominee) will be responsible for administering medications to students. Any medication brought to school by a student needs to be clearly labelled with the:

- Student's name
- Dosage required
- Time the medication needs to be administered.
- Students requiring prescribed medications will be called/sent up to the sick bay at required times so they can receive their medications from the First Aid Officer or nominee.
- Students involved in off-site activities will be administered medications by the accompanying First Aid Officer and/or the teacher in charge, in a manner consistent with the above procedures. All details are to be recorded in the official medication register accompanying each off-site activity.

Parents/carers need to ensure that the medication provided for student use at school is within its expiry date. If school staff become aware that the medication 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 school or a school activity, the 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. Where possible/practical, two staff members will supervise the administration of medication.
3. 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.
4. Upon administration of any medication, staff will document:
  - student name
  - medication administered
  - dosage administered
  - time medication was administered

Unless directed and supported by a signed medical practitioner, no student may self-administer medication, with the exception of an asthma inhaler/puffer.

### Storing medication

The principal (or nominee) will put in place arrangements so that medication is stored:

- In original packaging clearly labelled with name and surname
- 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
- Where a nominee administers medication, correct protocols and procedures will be provided for the nominee to follow.

### Warning

Unless otherwise directed and supported by a medical practitioner PHPS 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.
- Administer expired medications unless directed by paramedics or a qualified medical practitioner.

Should a student receive an incorrect dose or the wrong medication, staff will endeavour to:

Step	Action
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.

## EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This policy will be reviewed as part of the school's multi-year review cycle.

**This policy does not require School Council Approval.**

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**Dale Hendrick**  
**Principal**

Version	Date	Modification	Modified By
1			