



# Medication Management

## POLICY

### Rationale

Many students attending school require 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, in a manner that ensures the safety, privacy and confidentiality of students, and fulfils the duty of care of staff.

### Aim

- To ensure that student medication is stored safely and correctly.
- To ensure that medications are administered appropriately to students in our care.
- To ensure student safety, privacy and confidentiality is maintained.

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

### Implementation

- Students who are unwell should not attend school.
- In order to ensure that the interests of staff, students and parents/carers are not compromised, medication will only be administered to a student when a Medication Request Form has been completed and signed by a parent/carers. The Medication Request Form is available from the school office.
- When administering prescription medication on behalf of parents/carers, the Medication Request Form must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacists label noting the name of the student, dosage and time to be administered.
- When administering non-prescription medication on behalf of parents/carers, the Medication Request Form must clearly state the name of the medication, the dosage required and either the time to be given or in response to what triggers/symptoms.
- Medication to treat an allergic reaction does not need to be accompanied by a Medication Request Form **provided** a student has an Action Plan for Allergic Reactions and the medication is listed on that plan.
- Any medication that is brought to school must be brought to the school Office by a parent. At no time should a student be responsible for providing medication to the school.
- All medication (excluding asthma and anaphylaxis medication) must be secured in the school Office or staff room refrigerator and must be administered by a staff member. On administering any medication, staff members **must** complete an entry on the student's Medication Request Form.

- Prescription medication must be in the original bottle, box or container and clearly labelled with the student's name, the dosage required and the time the dosage should be administered. Medication must be within its expiry date.
- Non-prescription medication must be in the original bottle, box or container and clearly labelled with the student's name. Medication must be within its expiry date.
- Parents/carers need to ensure that the medication their child has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, we will promptly contact the student's parent/carer who will need to arrange for medication within the expiry date to be provided.
- The classroom teacher should be informed of the students in their charge who require medication to be administered at school. The teacher must release the students from class at the prescribed time/s to obtain their medication.
- Students will generally need supervision of their medication. The school in consultation with parents/carers and a medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.
- All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications that can be purchased over the counter without a prescription, are to be administered by school staff following the processes and protocols set out in the **Medication Management Procedures** of the school.
- Parents are responsible to ensure that sufficient medication is supplied to the school.
- Parents should consider whether they can administer medication outside the school day, such as before or after school and before bed.
- It is not the school's role to interpret behaviour in relation to a medical condition or monitor the effects of medication. Schools can observe and document behaviours for the student's medical/health practitioner.
- The school will not 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.
- The school will not allow use of medication by anyone other than the prescribed student except in a life threatening emergency (i.e. if a student is having an asthma attack and their own medication is not readily available).
- Students involved in school camps or excursions will be discreetly administered medications by the 'Teacher in Charge' in a manner consistent with the above procedures.

## References

- School Policy Advisory Guide  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

## Evaluation

This policy will be reviewed every two (2) years or as deemed necessary.

## Ratified

As this is an operational policy it is not required to be ratified by School Council.