



## Administration of Medication Policy

### Rationale

This policy exists to provide information and guidance about Fairfield Primary School's administration of medication, including camps and excursions.

### Aim

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 school's [Anaphylaxis Policy](#)
- Specialised procedures, approved by the school, which may be required for complex medical care needs.

### Implementation

If a student requires medication, Fairfield Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, in some cases students may need to take medication at school or school activities. To support students to do so safely, Fairfield Primary School will follow the procedures set out in the appendices of this policy.

#### SCHOOL AND PARENT'S ROLE

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - Name of the medication required
  - Dosage amount
  - Time the medication is to be taken
  - How the medication is to be taken
  - Dates the medication is required, or whether it is an ongoing medication
  - How the medication should be stored
- The parent is to provide written authority for the school to administer medication (Parents/carers can download the [Medication Authority Form](#) from the school's website).
- If advice cannot be provided by a student's medical/health practitioner, the principal (or his or her 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 principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration.

The principal (or 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, Fairfield Primary School will store student medication in the first aid room.

**Fairfield Primary School 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 his or her 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 the 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 his or her own puffer is not readily available.

Information regarding asthma management and general administration of medication are detailed in the appendices below.

### Evaluation

This policy will be reviewed as part of Fairfield Primary School's 2-year review cycle in May 2020.

This policy was ratified by School Council in **May 2018**



## Appendix One

### ADMINISTERING MEDICATION

Any medication brought to school by a student needs to be taken by a parent to the office and clearly labelled with the following:

- Student's name
- Dosage required
- Time the medication needs to be administered

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school 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 the 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 his or her medication must:
  - Be informed that the student needs to receive his or her medication.
  - If necessary, release the student from class to obtain his or her medication.

### SELF-ADMINISTRATION

In some cases, it may be appropriate for a student to self-administer his or her medication. The principal 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 medication.

If the principal decides to allow a student to self-administer medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer his or her medication.



## Appendix Two

### MEDICATION ERROR PROCEDURE

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's 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.