



DISTRIBUTION OF MEDICATION POLICY

BACKGROUND

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

PURPOSE

To ensure schools store and administer medication correctly. This topic relates to all medications including prescription and non-prescription medication.

GUIDELINES

Our school will have an administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this school.

- The student's parents/carers are to supply any medication, and its delivery device e.g. spacers, to 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. The school in consultation with parents/carers and the student's 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, with the exception of asthma medication.

IMPLEMENTATION

All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel following the processes and protocols set out in the Medication Management Procedures (see Appendix A) of the school. 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.

Authority to administer

- Schools should 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 principal may agree that the form can be completed by parents/guardians or adult/independent students (see: Department resources).

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

- 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. Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit for student use.

Administering medication

The principal (or nominee) administering medication needs to ensure that 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 the day
- a log is kept of medicine administered
- 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 require 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 register will be completed by the person administering the taking of medication. Good practice is to have two staff members:
 - supervising the administration of medication
 - checking the information noted on the medication log
- Schools can observe and document behaviours for the student's medical/health practitioner.

Schools should not:

- 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 family or health practitioner.
- allow use of medication by anyone other than the prescribed student.

Note: Only in a life threatening emergency 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.

Self-administration

- 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.
- The school should obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

Note: It is at the principal's discretion to agree for the student to carry and manage his/her own medication.

EVALUATION

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

RELEVANT DOCUMENTS AND LINKS

First Aid in the Workplace (Work Safe Victoria)

DET School Policy & Advisory Guide

CERTIFICATION

This policy was endorsed by School Council at the meeting held on ... September 2018.

Signed.....

Principal

Signed.....

School Council President

Medication Management Procedures

The school has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student medical information.

1. Student Information

Parents/carers are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a medical condition or illness is required to have an individual management or action plan that is attached to the student's records. 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
- treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for emergency contact and the student's doctor

2. Administration of prescribed Oral Medication

Parents/carers are required to inform the principal in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Medication Authority Forms are available from the Administration Office and should be completed and signed by the parent/guardian.

Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from teachers. This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff and, parents/carers 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.

Where medication for more than one day is supplied, it is to be locked in the storage box on the upper shelf of the first aid cupboard, out of reach of children. Medication requiring refrigeration will be stored accordingly, in the bar refrigerator in the Principal's office.

3. Administration of Analgesics

Analgesics are only to be given following written permission of parents/guardians and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

4. Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/ rapid breathing
- wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

Student Asthma Information

Every student with asthma attending the school is required to have a written Asthma Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the student's parent/carer.

This plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is well or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
- name and address and telephone number of an emergency contact
- name, address and telephone number (including an after-hours number) of the student's doctor

Prior to a student attending camp, a School Camp and Excursion Medical Update form is to be filled in and given to the teacher in charge of the excursion.

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during school attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.

Asthma Medication

There are three main groups of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device.

Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include: Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications will be easily accessible to students at all times, and with agreement, preferably carried by the student with asthma. All students with asthma are encouraged to recognise their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at school. It is recommended that reliever medication be delivered through a spacer device. Spacer devices are to be supplied by parent along with reliever devices.

The school will purchase Ventolin and single use spacers for first aid kits, as back-up to student medication or for emergency situations only.

Preventer medications come in autumn colours (for example brown, orange, and yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and will generally not be seen in the school environment.

Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day.

Symptom controllers and preventer medications are often combined