



DISTRIBUTION OF MEDICATION POLICY

Policy Statement

Carlton North Primary School (CNPS) is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfill their duty of care in relation to any medication or First Aid.

Many students attending school need medication to control a health condition. It is necessary that teachers (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.

Aim

To provide clear guidelines and protocols for distribution of medication at CNPS.

Guidelines/Implementation

CNPS will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/carers by way of filling out the Medication Consent Form (Appendix A) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- within its expiry date
- stored according to the product instructions, particularly in relation to temperature.

If necessary, CNPS will clarify directions about medication from the student's parents/carers, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

Administration of Medication

The student's parent/carer may wish to supply medication 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 need supervision of their medication and other aspects of healthcare management.

When administering prescription medication to students, the Medication Consent Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that:

- the student receives;
 - the correct medication;
 - in the correct dose;
 - via the correct method (such as orally or inhaled);
 - at the correct time of day;
 - a log is kept of the medicine administered as a Compass chronicle entry; and
 - Medication Consent Form (Appendix A) has been completed.

The School Medications Register will be completed by the person administering the medication as a Compass chronicle entry (Appendix B). It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

CNPS will 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 student to whom it is prescribed.

Note: Only in an 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.

The Principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

Self-Administration

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student, however this may only occur in very rare circumstances.

The school will obtain written permission from the medical/health practitioner or the parents/carers for the student to self-medicate, preferably in the Medication Authority Form.

Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original 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 other students

Storing Medication

CNPS will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- 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 the classroom
 - away from the first aid kit
 - not in the student's school bag
 - according to the product instructions, particularly in relation to temperature
 - accompanied by written advice providing directions for appropriate storage and administration
 - in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
 - within its expiry date

Student Information

Parents/Carers of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/Carers of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan examples of plan templates can be found on the DET Health Support Planning Forms website (Link below) which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

Links and Appendices (including processes related to this policy)

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Appendix A: Consent for Medication Form

Appendix B: Compass Chronicle Entry Screenshot

Evaluation

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council by 6 September 2017.

Appendix A: Consent for Medication

Submit this form to office when you require medication to be administered to your child.

Carlton North Primary School

CONSENT FOR MEDICATION

CHILD'S NAME: _____ CLASS: _____

PLEASE GIVE DETAILS OF MEDICATION, DOSAGE TIMES, ETC.

Medication: _____

Dosage: _____

Times: _____

I consent to school staff administering the above medication to my child.

SIGNED: _____ DATED: _____

Appendix B: Compass Chronicle Log

create Chronicle Entry

Details Communications

Template: Compass Sickbay Template Rating: Grey

This is a template created by the Compass team and is designed to support the school's sickbay process.

Staff Visibility: Level 3: Admin Visible to Parents & Students

Injury Type: Describe the injury

Reason for attending sickbay: Sickness

Treatment Provided: Please advise what treatment was provided to the student.

Comment: Describe the sickness

Sickbay Check-in Time: 02:14 PM

Sickbay Check-out Time: Check-out time of Sickbay Now

Parent Contacted: Was the parent/guardian contacted?

Emergency Contacts

No emergency contacts on file.

Save Save and Close Cancel