

Distribution of Medication Policy



Avondale Primary School

Introduction

The school will ensure health information about students is managed sensitively and in accordance with this policy.

From time to time, many students attending school may need medication. Where possible, parents will be encouraged to come to school to administer medicines to their children. When this is not possible, as part of their duty of care, staff should assist students, where appropriate, to take their medication.

Avondale Primary School will follow the Department's policies and procedures in relation to the administration of medication for students.

1. Medication Management Procedures

- 1.1.** All medication (both prescription and non-prescription) will be administered to a student with written permission from the student's parents/guardians by way of filling out the Medication Authority Form.
- 1.2.** In the case of an emergency, medication can be administered with the permission of a medical practitioner.
- 1.3.** Medication to treat asthma or anaphylaxis needs to be accompanied by the Medication Authority Form.
- 1.4.** All medication to be administered at school must be:
 - 1.4.1. accompanied by written advice providing directions for appropriate storage and administration
 - 1.4.2. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
 - 1.4.3. within its expiry date
 - 1.4.4. stored according to the product instructions, particularly in relation to temperature.
- 1.5.** If necessary, Avondale Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

2. Administration of Medication

- 2.1.** When administering prescription medication to students, the Medication Authority 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.
 - 2.2.** When administering medication we must ensure that:
 - 2.2.1. the student receives the correct medication
 - 2.2.1.1. in the correct dose
 - 2.2.1.2. via the correct method (such as orally or inhaled)
 - 2.2.1.3. at the correct time of day;
 - 2.2.2. a log is kept of the medicine administered; and
 - 2.2.3. Medication Authority Form has been completed.
 - 2.3.** The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:
 - 2.3.1. supervising the administration of medication
 - 2.3.2. checking the information noted on the medication log
-

Distribution of Medication Policy



Avondale Primary School

3. Ongoing regular medication administered at school

- 3.1. Where students take medication at school on an ongoing basis due to a medical condition, all details of that condition and the prescribed medication including dosage and time should be administered are recorded on the student medical profile in Cases 21 as well as the Medication Authority form..
- 3.2. The administration log of this medication is also recorded in the student medical information on Cases21in lieu of a manual medication register as listed above.
- 3.3. Any changes to the medication and its required administration are to be notified by parents/guardians as soon as possible in writing to the school. It is the parents/guardians responsibility to ensure an adequate supply of the medication is provided to the school at all times.
- 3.4. Our school **will not**:
 - 3.4.1.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
 - 3.4.2. 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.
 - 3.4.3. allow use of medication by anyone other than the student to whom it is prescribed.
- 3.5. **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
- 3.6. 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.

4. Self-Administration – Asthma inhalers

- 4.1. 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.
 - 4.1.1.**Note:** The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:
 - 4.1.1.1. the medication does not have special storage requirements, such as refrigeration
 - 4.1.1.2. doing so does not create potentially unsafe access to the medication by other students

5. Storing Medication

- 5.1. Avondale Primary School will ensure:
 - 5.1.1.medication is stored for the period of time specified in the written instructions received
 - 5.1.2.the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
 - 5.1.3.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
-

Distribution of Medication Policy

Avondale Primary School



1

6. Student Information

- 6.1.** Parents and/or guardians 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.
- 6.2.** Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a **Student Health Support Plan** 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.
- 6.3.** The Primary Welfare Officer will follow up and ensure that medical records, medications and management is current and up to date.

7. Evaluate: Annually