

Prescribed Medicines Policy

September 2018

Rationale

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

1. Aim

Moorabbin Primary School aims to:

- Ensure the medications are administered appropriately to students in our care.
- Outline the school's processes and protocols regarding the administration of prescribed medications.
- Communicate our procedures to parents/carers clearly.
- Protect privacy and confidentiality to avoid any stigmatization.
- Ensure the staff abides by their duty of care when administering medication where appropriate.
- Encourage parents to keep their children at home when they are unwell.

2. Implementation

Written advice and direction:

- Moorabbin Primary School will 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.
- 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.
- The Medication Authority Form can be obtained by parents/carers from the school office and can also be accessed on the school's website.
<https://static1.squarespace.com/static/57bbaad15016e15a5939b021/t/57bd0d59ebd1acc9cff7d29/1472007516938/Medical+Authority.pdf>

Clarifying directions: The Principal may seek-

- Clarification about medication from the parents/guardians, who may need to contact the prescribing medical/health practitioner.
- General information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

Administering

The Principal, or their nominee must 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 day
- A log is kept of medicine administered
- Teachers in charge of students at the time their medication is required:
 - are informed that the student needs to be medicated
 - release the student from class to obtain their medication.

Recording:

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. 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.

Note: It is not the school's role to:

- interpret behaviour in relation to a medical condition
- monitor the effects of medication.

Warnings:

Moorabbin Primary School 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 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.

Specialised Procedures:

For specialised medical procedures such as injections, Moorabbin Primary School will:

- Develop a Student Health Support Plan for students needing complex medical care
- Designate staff to provide complex medical care

Complex medical care often requires school staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- seizure management
- medication by injection or rectal suppository
- administering suction
- tube feeding
- specialised medical procedures

Self-administration:

Moorabbin Primary School will consult with parents/guardians and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. The Principal will:

- 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.
- Store the self-administered medication at the office. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

At the principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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:

Moorabbin Primary School 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

Medication Error:

The following will describe how Moorabbin Primary School will respond when a student has taken medicine incorrectly:

- If required, follow first-aid procedures outlined in the Student Health Plan or Anaphylaxis Plan
- Ring the Poisonous information line on 13 11 26 and give details of the incident and student
- Act immediately on their advice such as calling an ambulance on 000 if advised to do so
- Call parents/carers or emergency contact person to notify them of the medication error and action taken
- Review medication management procedures at the school in light of the incident

3. Evaluation

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

4. Resources

- DEECD resources: [including Medical Log forms and Authority forms](#)
- Related policies:
 - Asthma
 - Anaphylaxis
 - Medical Emergencies
 - First Aid