



## DISTRIBUTION OF MEDICATION POLICY AND PROCEDURES

DATE PREPARED: May 2018

### 1.0 POLICY STATEMENT

1.1 This policy and its procedures will explain to parents/carers, students and staff the processes Bundoora Primary School (BPS) will follow to safely manage the provision of medication to students while at school or during school activities, including camps and excursions.

1.2 Many students attending school need medication to manage 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.

### 2.0 GUIDELINES

2.1 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 BPS. See Appendix A.

2.2 A 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 school hour. For example, medication required three times a day may be able to be taken before and after school and before bed.

2.3 Students will generally need supervision of their medication and other aspects of health care management. BPS, 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 will only occur in very rare circumstances.

2.4 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 *Anaphylaxis Management Policy*;
- specialised procedures which may be required for complex medical care needs.

### 3.0 PROGRAM

3.1 If a student requires medication, Bundoora Primary School encourages parents/carers to arrange for the medication to be taken outside of school hours. However, BPS understands that students may need to take medication at school or during school activities. To support students to do so safely, BPS will follow the procedures set out in this policy.

### 3.2 Authority to administer

If a student needs to take medication while at school or during 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:
  - the name of the medication required;
  - the dosage amount;
  - the time the medication is to be taken;
  - how the medication is to be taken;
  - the dates the medication is required, or whether it is an ongoing medication;
  - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a *Medication Authority Form* which a student's treating medical/health practitioner should complete. See Appendix B.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their 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 the student's individual preferences regarding medication administration (which may also be provided for in a student's *Student Health Support Plan*).

Parents/carers can contact the school's office staff for a *Medication Authority Form*.

### 3.3 Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name;
- the dosage required;
- the 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 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 during 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 their 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. See Appendix 3. [For a template *Medication Administration Log* see 'additional resources' on *Administration of Medication Template Policy* webpage]
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication;
  - if necessary, releases the student from class to obtain their medication.

### 3.4 Self-administration

In some cases, it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's

medical/health practitioner to determine whether or not to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their 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 their medication.

### 3.5 Storing medication

The Principal (or their 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, BPS will store student medication at the office or in the sick bay.

The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required;
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - 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.

### 3.6 Warning

Bundoora 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 their 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 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 their own puffer is not readily available.

### 3.7 Medication error

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

Step	Action
1.	If required, follow first aid procedures outlined in the student's <i>Health Support Plan</i> or other <i>Medical Management Plan</i> .

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, staff may call Triple Zero “000” for an ambulance at any time.

#### **4.0 APPENDICES (including processes related to this policy)**

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: *Medication Authority Form*
- Appendix C: *Medication Administration Log*

#### **6.0 EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

This policy was last updated in March 2018 and is scheduled for review in March 2019.

**Bundoorra**  
Primary School

# Appendix A

## 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 and/or guardians 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 has an individual management 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
- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student's doctor

### 2. Administration of prescribed Oral Medication

Parents/guardians 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 Administration Permission 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/guardians 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 cupboard in the school administration office.

### 3. Administration of Analgesics

Analgesics are only to be given following 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.

#### **4.1 Student Asthma Information**

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, 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, address and telephone number of an emergency contact
- name, address and telephone number (including an after-hours number) of the student's doctor

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.

#### **4.2 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, 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.

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 in one device. These are referred to as combination medications and will generally not be seen at school.



# Bundoora

## Primary School

# Appendix B

## School - Medication Authority Form

### Medication Authority Form

For a student who requires medication whilst at school

- This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an *ASCIA Action Plan for Anaphylaxis* should be completed instead. These forms are available from : [DET Health Support Planning Policy](#)

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School:

Student's Name:

Date of Birth:

Medic-Alert Number (if relevant):

Review date for this form:

**Please Note:** wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

#### MEDICATION REQUIRED

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>

#### MEDICATION STORAGE

Please indicate if there are specific storage instructions for the medication:




**MEDICATION DELIVERED TO THE SCHOOL**

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

**SELF-MANAGEMENT OF MEDICATION**

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:


**MONITORING EFFECTS OF MEDICATION**

**Please note:** School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

**Privacy Statement**

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on (03) 9637 2670.

**AUTHORISATION**

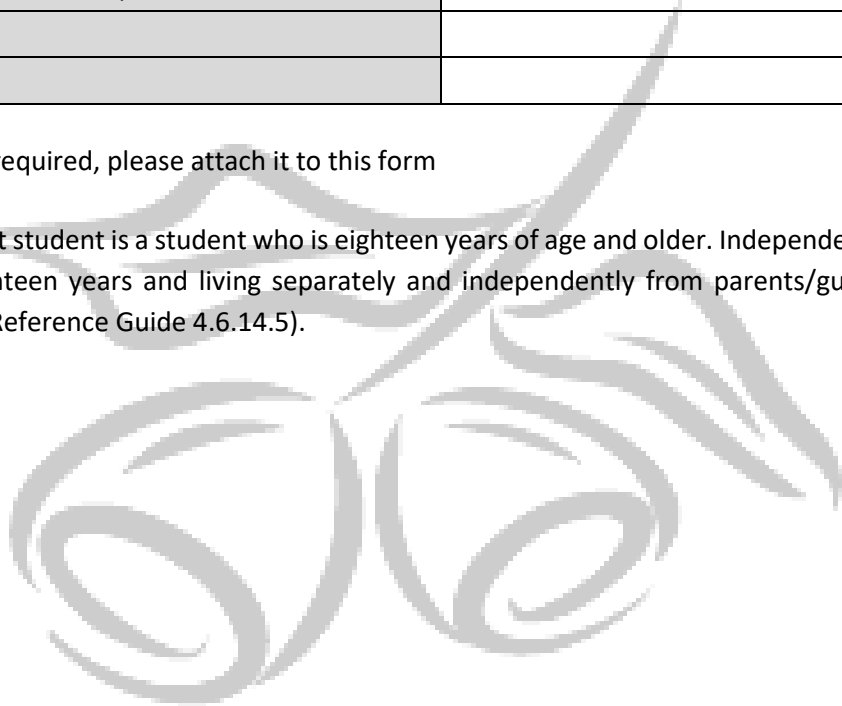
Name of Medical/Health Practitioner:	
Professional Role:	
Signature:	
Date:	

Contact Details:	
------------------	--

PARENT/CARER OR ADULT/INDEPENDENT STUDENT** AUTHORISATION	
Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

If additional advice is required, please attach it to this form

**\*\*Please note:** Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (see Victorian Government Schools Reference Guide 4.6.14.5).



**Bundoora**  
Primary School