



Kialla Central Primary School - 1366

MEDICATIONS POLICY

(Ratified by School Council in 23rd July 2018 to be reviewed every 3 years)

PURPOSE

To explain to parents/carers, students and staff the processes Kialla Central primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE

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 school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy.
- specialised procedures which may be required for complex medical care needs.

POLICY

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

AUTHORITY TO ADMINISTER

If a student needs to take medication while at school or at 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; and
 - 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.
- 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 ***K.C.P.Ss short term Medication Administration 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 student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).
- All verbal requests for student to be administered prescribed medications whilst at school must be directed to the Principal, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential single sheet medications register located in the first aid cabinet.

- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' from K.C.P.S. in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with the Principal to discuss the matter.

ADMINISTERING MEDICATION

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

- the student's name;
- the dosage required; and
- the time the medication needs to be administered.

All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the first aid cabinet, in the staffroom or in the staffroom fridge, whichever is most appropriate

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school 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 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); and
- at the correct time of day.

2. A log is kept of medicine administered to a student.

3. Where possible, two staff members will supervise the administration of medication - one to administer & one to second 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; and
- if necessary, release the student from class to obtain their medication.

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 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.

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; and
- according to packet instructions, particularly in relation to temperature.

- The administration of all medication will be undertaken by two staff members – one to administer & one to second the administration of medication.

For most students, Kialla Central Primary School will store student medication in the first aid cabinet, in the staffroom or in the staffroom fridge, whichever is most appropriate.

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; and
- 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; or
 - in doing so does not create potentially unsafe access to the medication by other students.

WARNING

Kialla Central 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.

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 Health Support Plan or other medical management plan.
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, school staff may call Triple Zero “000” for an ambulance at any time.

FURTHER INFORMATION AND RESOURCES

Kialla Central Primary School’s:

- Short Term Medication Administration Form
- Long Term Medication Administration Form



KIALLA CENTRAL PRIMARY SCHOOL

SHORT TERM MEDICATION ADMINISTRATION FORM

Details of medication to be administered

Date _____ Student's name _____ Grade _____

Reason for Medication _____

Medication _____

Dosage _____

Time to be administered _____

Medication will need to be administered until: Date _____

Medication needs to be kept in the refrigerator: YES / NO

Date	Dosage	Time Administered	Staff Signature (Administering)	Checked by

PARENTS/CARERS PLEASE REMEMBER TO COLLECT UNUSED MEDICATION AT THE END OF YOUR CHILD'S TREATMENT.

Parent / Carer _____ Date _____



KIALLA CENTRAL PRIMARY SCHOOL

LONG TERM MEDICATION ADMINISTRATION FORM

Details of medication to be administered

Date _____ Student's name _____ Grade _____

Reason for Medication _____

Medication _____

Dosage _____

Time to be administered _____

Medication will need to be administered until: _____ (Date)

Medication needs to be kept in the refrigerator: YES / NO

**PARENTS PLEASE REMEMBER TO COLLECT UNUSED MEDICATION AT THE END OF
YOUR CHILD'S TREATMENT.**

Parent / Carer _____ Date _____

