

# MEDICATION ADMINISTRATION POLICY



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

## PURPOSE

Teachers and school staff are often asked by parents/carers to administer medication to students to control a health condition. Such requests at Charles La Trobe College will be managed in an appropriate manner so that teachers (as part of their duty of care) can assist students, to take their medication. Charles La Trobe College will ensure students' privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

## RATIONALE

- Charles La Trobe College has developed procedures for the administration of medication, and processes and protocols regarding the management of prescribed and non-prescribed medication for its students.
- 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, parents/carers should be encouraged to administer the student's medication 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 generally need supervision of their medication and other aspects of health care management.

## IMPLEMENTATION

- Students who are unwell should not attend school.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff.
- Parent/carer requests to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for students to be administered prescribed medications whilst at school must be directed to the home teacher, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school 'as needed' will require written clarification from the parents.
- The classroom teacher (or nominee) administering medication will ensure that:
  - the right child
  - has the right medication
  - and the right dose
  - by the right route (for example, oral or inhaled)
  - at the right time, and
  - they write down what they have observed.

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- The classroom teacher or nominee will inform other teachers of those students who require prescribed medication. The teachers will release students at prescribed times so that they may receive their medications from the office staff or nominee.
- 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 official loose-leaf medications register located in the school office and will be completed by the Principal or nominee administering the taking of medication in the presence of, and confirmed by a second staff member.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' 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 or classroom teacher to discuss the matter.
- Students who provide the classroom teacher with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Other requests for students to self-administer their medication will be considered by the principal/classroom teacher in consultation with parents/carers and the student's medical/health practitioner to consider the age and circumstances by which the student could be permitted to self-administer their medication. Medication to be self-administered by the student will be stored by the school. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

NB: All prescription medications, are to be administered by the relevant staff member or nominee following the processes and protocols set out in the Medication Management Procedures (see appendix-a). Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit.

## EVALUATION

This policy will be reviewed **annually** or more often if necessary due to changes in regulations or circumstances. Latest DET Update Feb 2018

## RATIFICATION

This policy was re-ratified on 15th February, 2018. This policy does not require school council ratification.

## REFERENCES

- [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_5.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_5.htm)
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxischools.htm>
- <http://www.asthma.org.au/Default.aspx?tabid=102>

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## ADMINISTRATION OF MEDICINE PROCEDURE

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.

### **1.0 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:

- a) the usual medical treatment needed by the student at school or on school activities
- b) the medical treatment and action needed if the student's condition deteriorates
- c) the name, address and telephone numbers for an emergency contact and the student's doctor.

The student's medical management plan will be displayed on the wall of the first aid room.

### **2.0 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 Authority 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.

### **3.0 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.

### **4.0 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 paediatrician, 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.

### 4.1.1 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.

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Preventer medications come in autumn colours (for example brown, orange, 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.