

MEDICATION MANAGEMENT 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).***

RATIONALE

- Schools must have a medication management policy that outlines the school's processes and protocols, is ratified by the School Council, is communicated to the school community, protects child privacy and confidentiality to avoid any stigmatization and ensures teachers abide by their duty of care by assisting children to take their medication where appropriate.
- Teachers and schools are often required to administer medication to children 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 children, to take their medication. Charles La Trobe College will ensure children's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.
- All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labeled with the name of the child, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.

PURPOSE

- To ensure staff store and administer medication correctly. The policy relates to all medications including prescription and non-prescription medication.
- To ensure Charles La Trobe College complies with the requirements of the *Working with Children Act 2005*.
- To ensure the College complies with the Child Safe Standards 1 and 2.

IMPLEMENTATION

- The safety and wellbeing of children is the highest priority for the College.
- The 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 child'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.
- Please refer to [Medication Authority Form \(Word – 52Kb\)](#) and [Medication Administration Log \(Word – 51Kb\) \(doc – 70.5kb\)](#) downloadable from Eduweb.
- **Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in child's health plan.
- If necessary, the school will obtain clarifying information from the doctor via the parent or from a hospital pharmacy, ensuring the confidentiality of the child is ensured.
- The Principal, or nominee will ensure that the correct child receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.

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- A log of medicine administered will be kept. As a good practice, entries will be signed by two people.
- Teachers in charge of children at the time their medication is required will be informed that the child needs to be medicated and release the child from class to obtain their medication.
- Notwithstanding any of the above, the school will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school or before bed.
- The school will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- The school will ensure 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 the classroom and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- No child will be permitted 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.
- Use of medication by anyone other than the prescribed child will not be permitted.
- In very rare circumstances the Principal may give permission for the child to self-medicate but only after consultation and obtaining written authority that the child is capable of self-medicating.
- In the event of an error in medication administration, the school will ring the Poisons Information Line, call an ambulance if appropriate, contact the parents and promptly review the procedures adopted.
- Parents/carers of children who may require injections are required to meet with the Principal to discuss the matter.
- Children who are unwell should not attend school.
- Please refer also to the school's specific medical conditions policies e.g. *Diabetes Management*.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update Feb 2018).

RATIFICATION

This policy was ratified by the College Council on 15th February, 2018. This policy does not require school council ratification.

REFERENCE

www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx