

ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers.

If you need help understanding the information in this policy, please get in touch with Berwick Chase Primary at 9707 7799

PURPOSE

To explain to parents/carers, students and staff the processes Berwick Chase 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 [Schools should have an Asthma Policy in place if they have a student enrolled who has been diagnosed with asthma.]
- specialised procedures which may be required for complex medical care needs.

POLICY

Berwick Chase Primary School encourages parents to arrange for the medication to be taken outside school hours if a student requires medication. However, Berwick Chase Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Berwick Chase 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 amounts
 - 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.
- 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, or a student's parents/carers can complete the Medication Authority Form.



- The principal may need to consult with parents/carers to clarify written advice and consider the student's preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the school nurse or nominated representative for a Medication Authority Form.

Administering medication

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

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

Parents/carers must ensure that a student's medication at school is within its expiry date. Suppose school staff become aware that a student's medication has expired. In that case, they will promptly contact the student's parents/carers, who will need to arrange for the medication to be 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 by the Medication Authority Form so that:
 - the student receives the 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. (Log is available on Sentral)
3. Where possible, two staff members will supervise medication administration.
4. The teacher in charge of a student at the time their medication is required:
 - be informed that the student needs to receive their medication
 - to 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.

Suppose the principal decides to allow a student to self-administer their medication. In that case, 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
- according to packet instructions, particularly in relation to temperature.

For most students, Berwick Chase Primary School will store student medication in the sick bay at the school's front office.

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 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.

Warning

Berwick Chase Primary School will not:

- by the 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 severe 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 medication use by anyone other than the prescribed student except in a life-threatening emergency, for example, if a student has an asthma attack and their 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 plans.
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.
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.

Communication:

This policy will be communicated to our school community in the following ways:



- Included in staff induction processes
- Available publicly on our school's website
- Camp discussions
- Newsletters
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

First Aid,

Health Care Needs,

Medication Authority Form,

Medication Administration Log

REVIEW CYCLE

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Approved by	Principal
Next scheduled review date	2026