

MEDICATION POLICY

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 student privacy and confidentiality to avoid any stigmatisation 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 Tarneit West Primary School (Interim Name) will be managed in an appropriate manner so that teachers, (as part of their duty of care), can assist children to take their medication. The school 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 labelled with the name of the student, 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 Tarneit West Primary School (Interim Name) complies with the requirements of the Working with Children Act 2005.
- To ensure the school complies with Child Safe Standards 1 & 2.

Implementation

- The wellbeing of every child is this school's highest priority.
- 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/carers.
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 student's health plan.
- If necessary, the school will obtain clarifying information from the doctor via the parent/carer 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.
- A log of medicine administered will be kept.
- Teachers in charge of children at the time their medication is required will be informed that the child needs to be medicated and will release the child from class to obtain their medication.
- Notwithstanding any of the above, the school will encourage parents/carers 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.
- 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.
- Also at the principal's discretion, students may carry their own medication with them, preferably in the original bottle, when:
 - 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.
- In the event of an error in medication administration, the school will follow first aid procedures outlined in the Student Health Support Plan or the Anaphylaxis Management Plan, ring the Poisons Information Line, call an ambulance if appropriate, contact the parents/carers and promptly review the procedures adopted.
- Please refer also to the school's specific medical conditions policies e.g. Asthma Management and Anaphylaxis Management, the Duty of Care Policy, Medical Emergencies Policy, First Aid Policy, Health Care Needs Policy and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

Ratification Date	Review Date	Policy Number	Version Number	Date Produced
October 2017	2019	52	1	September 2017

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