



Huntingdale Primary School

Kindness, Courage, Personal Best and Creativity

DISTRIBUTION OF MEDICATION POLICY

Aim:

To ensure schools store and administer medication correctly. This policy relates to all medications including prescription and non-prescription medication.

Rationale:

When administering medication the school needs to:

- protect student privacy and confidentiality to avoid any stigmatisation
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- ensure all medication to be administered is:
 - accompanied by written advice providing directions for appropriate storage and administration
 - 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
- encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

Authority to administer:

Schools should obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student'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 or adult/independent students.

Note: Medication to treat asthma or anaphylaxis does not need to be accompanied with the Medication Authority Form as it is covered in student's health plan.

The principal, or their nominee must ensure:

- that the correct student 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 is kept of medicine administered

Teachers in charge of students at the time their medication is required:

- are informed that the student needs to be medicated
- release the student from class to obtain their medication.

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Good practice is to have two staff members:

- supervising the administration of medication



- checking the information noted on the medication log.

Schools can observe and document behaviours for the student's medical/health practitioner.

Note: It is not the school's role to:

- interpret behaviour in relation to a medical condition
- monitor the effects of medication.

Schools should not:

- 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 family or health practitioner
- allow use of medication by anyone other than the prescribed student.

Note: Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

Storing medication:

Schools should ensure:

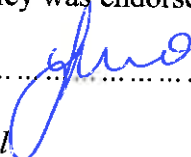
- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
 - securely to minimise risk to others
 - in a place only accessible by staff who are responsible for administering the medication
 - away from the classroom
 - away from the first aid kit.

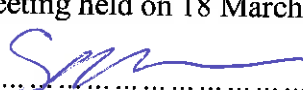
Evaluation:

This policy will be reviewed every three years as part of the school's three year review cycle.

Certification:

This policy was endorsed by School Council at the meeting held on 18 March 2014

Signed: .....
Principal

Signed: .....
School Council President