

## 1. Rationale:

Teachers and schools are often asked by parents / carers to administer medication to their children while at school. It is important that such requests are managed in a manner that is appropriate. It ensures the safety and privacy of all students and staff and fulfils the legal duty of care.

## 2. Aims:

- To ensure that medications are administered appropriately to students in our care.

## 3. Implementation:

- 3.1 Students who are unwell should not attend school. If a student becomes unwell at school the parent /care giver will be contacted to collect their child.
- 3.2 All parents / carers requests for the administration of prescribed medications to their child must be in writing and signed on the school Medication Authority Form. All medication must be supported by specific written instruction from the parent / care giver outlining the medical practitioner or pharmacist's directions, including the name of the student, dosage and time to be administered.
- 3.3 All student medications must be in the original containers/ packing as supplied from the pharmacist and clearly labelled. The quantity of medication must be confirmed and documented and be stored in the First Aid room
- 3.4 Administering medication – The Principal or nominee must ensure that
  - The correct student receives their correct medication in the proper dosage via the correct method (such as inhaled or orally) at the correct time
  - A log is kept of medicine administered
  - Teachers in charge of students at the time their medication is required are informed that the students need to be medicated and release their student from class to do so.
  - Casual Relief Teachers (CRT) are informed via the CRT folder or the First Aid Duty Officer of prescribed medications for students in their charge. The Casual Relief Teachers will release students at prescribed times so that they may visit the First Aid Duty Officer and have their medications administered.
- 3.5 Recording medication - The Principal or nominee must ensure that
  - A medication log or an equivalent official medications register is used by the person administrating the taking of medicine. Good practice is to have two staff members
  - The person administrating the taking of medicine checks the information noted on the medication log
  - All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded on the Medication Administration Register located in the First Aid office by the First Aid Duty Officer.
- 3.6 Our school will 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. These can be administered with the authorisation of the parent/carer.
  - 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 reliever puffer is not readily available, one should be obtained and given without delay.
- 3.7 Schools can observe and document behaviours for the student's medical/health practitioner. however, it is not our role to:-
  - interpret behaviour in relation to a medical condition
  - monitor the effects of medication
- 3.8 Requests for prescribed medications to be administered by the school 'as needed' will cause the First Aid Officer to seek further written clarification from the parent / carer.
- 3.9 Consistent with our Asthma policy, students who provide the school with written parent / care giver permission, supported by approval of the Principal, may carry an asthma inhaler with them.
- 3.10 Students involved in excursions/camps will be administered prescribed medications by the First Aid Duty Officer in a manner consistent with the above procedures. All details are to be recorded on the official

Medications Register or Student Medication Request forms (these must be filed as part of the excursion/camp process).

#### **4. Evaluation:**

- This policy will be reviewed as part of the school's ongoing policy and process review cycle.

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#### **References and Related Documents:**

- Schools Policy Advisory Guide  
<http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>
- Greenvale Medical Authorisation Form (see Appendix 1 attached)
- [www.eduweb.vic.gov.au/referenceguide](http://www.eduweb.vic.gov.au/referenceguide)
- Victorian School's Asthma Policy  
[www.asthma.org.au/Resources/ResourcesforSchoolsandChildrensServices.aspx](http://www.asthma.org.au/Resources/ResourcesforSchoolsandChildrensServices.aspx)
- School Asthma Management Plan
- CASES 21 student Incident Notification Form

***This policy was ratified by School Council in August 2016***

# Medication Authority Form

## For a student who requires medication whilst at school



For students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead.

For students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead.

Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**Please Note:** wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

### Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical)	Dates
				Start date: ____/____/____ End Date: ____/____/____ <input type="checkbox"/> Ongoing medication
				Start date: ____/____/____ End Date: ____/____/____ <input type="checkbox"/> Ongoing medication

### Medication Storage

Please indicate if there are any specific storage instructions for this medication.

To be stored in a refrigerator:  Yes  No

### Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
  The pharmacy label matches the information included in this form.

### Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

#### Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 9637 2670.

#### Authorisation:

**Name of Parent/Carer**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If additional advice is required, please attach it to this form