

PURPOSE

- To provide guidelines for teachers and parents as to their responsibility in dispensing medication at school so that any child requiring medication will be assisted appropriately and safely.

POLICY GUIDELINES

- For some students their continued attendance at school and benefit from education is dependent upon them taking long-term or short-term medication. For other students, medication may be required to manage life threatening emergency conditions such as Asthma or Anaphylaxis.
- As well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical wellbeing of students. It is necessary that teachers/caregivers of the students, as part of their duty of care, assist students where it is appropriate to take their medication.
- The duty of care does not require teachers to administer medication to students or to give injections. Teachers and non-teaching staff are often asked by parents to administer medication. Once this responsibility is agreed to, a duty of care is created;

Documents supporting this policy:

- Drugs Poisons and Controlled Substances Regulation 2006 (Vic. Regulation 47);
- Victorian government Schools Reference Guide, Section 4.5;
- Anaphylaxis Management Policy and Guidelines; and
- The Victorian Schools Asthma Policy

POLICY IMPLEMENTATION

- Students with a medical condition or illness requiring ongoing or emergency medication will have an individual written management plan which is attached to the student's records. The management plan will be provided by the parents and doctor and will contain details of:
 - The medical treatment needed by the student at school or on school activities;
 - The medical treatment and action needed in an emergency or if the student's condition deteriorates; and
 - The name and telephone numbers of the emergency contacts and the student's doctor.
- If teachers are required to assist a student to take medication, parents must supply clear written instructions preferable on the school medication form. Instructions are to include the name of medication, dates and time medication is to be given and any other relevant information and be signed by parent/guardian;
- All medication must be in its original packaging. Prescribed medication must be in the pharmacy dispensed container and include the name of the student, name of authorising medical officer, dose and frequency to be given and the expiry date;
- If the first aid officer or school nurse is to assist the student to take medication, the medication is to be sent to sickbay with the parent's signed authorisation and instructions and stored appropriately;
- For long term medication, original written authorisation by a doctor is to be sighted and a copy retained by the school;
- For short term medication, if a written authority is not obtained from parents they will be contacted and a verbal authorisation may be obtained by the school nurse or first aid officer;
- If a student requires analgesia at school this should be provided by the parents or guardian with written permission. Verbal permission may be obtained in some cases;

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MEDICATION POLICY

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- A record is to be made of the date and time medication was taken and signed by the person assisting the student on the school's medication form;
- For emergency medication such as Epipen, the date and time given is to be recorded and signed by the person administering the medication. The used Epipen should be returned to its original container for safety and given along with signed administration record to Ambulance officers;
- For the storage and provision of Epipens please see the Anaphylaxis policy;
- Student's bronchodilators may be kept where students can readily access them. The school will also provide in its first aid kit and in sickbay, a Ventolin inhaler and spacer device for use by students if necessary. Any assistance with the administration of a bronchodilator to a student by the school nurse or first aid officer will be recorded and the student's parents informed;
- Medications and other substances prescribed / provided for students will be kept solely for the use of that student;
- In the event that specialised medical procedures are needed to enable a student to attend school, or the school has agreed to take on the responsibility of administering emergency medication, sufficient staff will receive appropriate training by medical personnel. Where possible, in these circumstances, use will be made of local medical services (such as ambulances, local doctors, health centres, hospitals, community nurses etc.);
- Any discarded needles or syringes used to administer medication will be disposed of in a syringe disposal container kept in the Sick bay;
- Parents are responsible for ensuring that all medication sent to school is in date, clearly labelled as described in the policy guidelines, and that their children have an adequate supply of the appropriate medication at school;
- Parents of students requiring ongoing or emergency medication must supply the school with an individual written management plan, which must be updated yearly, this includes management plans for Asthma and Anaphylaxis;
- Parents must ensure that all medication (with the exceptions covered in the guidelines) is given to school staff and not stored in students' lunch boxes, bags, etc.;
- If students are required to take medication at school it is parent's responsibility to obtain agreement from the relevant staff members to assist students and to fill in the school's medication form; and
- Every effort should be made by parents to ensure that medication is only taken at school if completely necessary.

EVALUATION

- The Medication Policy will be reviewed by the Student's Wellbeing Team on a cyclical basis in accordance with the School Council Policy review schedule or as required.

Policy Area:
Student Wellbeing

Ratified School Council:
June 2014

Next Review:
2018