

	Topic:	Administration of Medication
	Policy No:	2-D
	Policy Area:	Community
	Standing Committee:	School Personnel Committee
	Date Promulgated:	2003
	Date for Review:	2020

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Reviewed:	2016

The administration of medication to a student is considered a high risk practice and as such will be carefully planned and monitored to reduce any risk to students' health and well-being. Except in the case of an anaphylaxis or asthma emergency, no medication will be administered to a student without the authorisation of a parent or authorised person.

Only medication in its original container, bearing the original label and instructions and within the expiry or use by date will be administered to a student. This applies to all medications; regardless of whether they are prescribed or non-prescribed.

RATIONALE

All students have the right to experience quality education and care in an environment that provides for their health, safety and comfort. By implementing clear procedures for the administration of medication to students we aim to reduce health risks to students as a result of incorrect administration. Under the Education and Care Services National Regulations 2012, all services must have a valid medications policy in place which must also be provided to parents.

GENERAL CONSIDERATIONS

Wherever possible medication should be administered by parents at home.

If medication is being administered to a student at home, the parent should advise staff of the nature of the medication, its purpose and any possible side effects.

Parents must be mindful of the St Mary's School Policy in regards to students who are unwell and consider whether the student who requires medication is well enough to be at school. Medications should not be used to mask the symptoms of illness in order for the student to attend school. Students who are unwell should be cared for away from St Mary's School.

Only prescribed medications or medications accompanied by an Emergency Action Plan, Medical Management Plan or explanatory letter from the student's doctor will be administered by staff for a period exceeding one day.

AUTHORISATION

Other than in an emergency, an authorisation to administer medication must be provided on the Student Medication Request/Record Form, as per Appendix A, and signed by a parent or person authorised in the student's enrolment record as authorised to consent to the administration of medication and the nominated supervisor or designated staff member.

In an emergency, authority to administer medication may be given verbally by a parent or a person authorised in the student's enrolment record as authorised to consent to the administration of medication. If a parent or authorised contact cannot be contacted for authorisation, a registered medical practitioner or an emergency service may authorise administration.

Once the parent or authorised person has completed the form, the designated staff member or the nominated supervisor will verify the details against the dosage instructions prescribed or listed on the packaging in the case of a non-prescribed medication. The staff member will also verify the product has not exceeded its expiry date and check the required storage conditions.

If any medication labels, information or instructions are written in a language other than English, the family must obtain an English version from their doctor or pharmacist prior to St Mary's School administering medication.

When authorising the use of a medication, other than an adrenalin auto-injector or other emergency medication, a parent or authorised person must verify that the student has received at least three previous doses of the medication or has been taking the medication for at least 24 hours without showing an adverse reaction.

No medication that is past the recommended 'use by' date will be administered.

PRESCRIBED MEDICATIONS

All prescribed medications must have the original pharmacist's dispensing label, or details provided by the doctor giving the student's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.

A prescribed medication will only be administered to the student it has been prescribed for, at the dose it has been prescribed at, for the period of time for which it has been prescribed.

NON-PRESCRIBED MEDICATIONS

Staff at St Mary's School will not administer non-prescribed medications for more than one day in a week without written medical authority. Cough and cold medicines will only be administered to students on the written advice of a medical practitioner.

Parents must print the student's name clearly on the medication to ensure the correct medication is given to the correct student.

ADMINISTRATION

All medications, other than topical applications, will be checked by two staff members before being administered to a student. Staff will verify the medication name, authorised dosage and the student it is to be administered to.

All oral medications will be administered by a qualified staff member who holds a current first aid qualification and will be verified by a second staff member.

Oral medications will be administered in accordance to doctor's advice or medication instructions.

Where the medication requires administration other than orally or by external application, a staff member who holds a current first aid qualification and who has received specific instruction from a health care professional will administer the medication.

After administering the medication, the staff member who has administered the medication will complete the Medication Record form, refer to Appendix B, recording the date, time, dosage and manner of administration. The staff member must then sign the record and have it countersigned by the staff member who verified the transaction.

SELF ADMINISTRATION OF MEDICATION

An authorisation for the student to self-administer medication is recorded in the Medication Record and authorisation must be sought from the student's parent/legal guardian and/or medical practitioner (if necessary).

For asthma and diabetes, or other similar ongoing medications, parents will be required to advise the Principal in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when (i.e. at what intervals) and by whom all such treatment is to be administered.

GENERAL PROCEDURES

1. At enrolment, the Principal will provide parents with the Student Medic Alert Form form to complete and request parents to provide a record of their child's immunisation history.
2. Relevant information from medical specialists or general practitioners in regard to students' medical conditions, allergies or other health care concerns should be provided to the school administration in order to allow the school to adequately provide for students' health care needs.

3. Medication is to be stored in the Sick Bay/Office, not in school bags, with the exception of asthma puffers.
4. Aspirin will never be administered to students without a medical practitioner's written instruction because of the possibility of the development of Reye syndrome (a potentially fatal disease in childhood).
5. At the end of each year, the records for students who have reached twenty-five years shall be returned to them or destroyed.

EMERGENCIES

An emergency action plan must be developed for students with medical and health care problems. The development of an emergency plan should be devised at the school level after consultation with the Principal, parents/guardians, student's medical practitioner, and associated school staff.

The action plan should be developed with the following considerations in mind:

- Written approval from the parents/guardians to implement the emergency plan
- All key staff to be advised of students with medical conditions and the type of condition. A copy of the action plan is to be provided to the student's teacher(s) and be available in areas that are readily accessible to staff
- All school activities, including excursions and camps, should make provisions for an emergency action plan, including attendance at excursion/camp of appropriately trained school staff member in the case of student with specialist medical or health care needs.

APPENDIX A

St Mary's School
STUDENT MEDICATION REQUEST/RECORD



Where possible, student medication should be administered by the student or be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met:

- 1. The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
2. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.
3. Prescribed student medication is to be presented to the Principal or School Secretary and should be stored in a container clearly showing the name of the student, the names of the medication, dosage and frequency.

The doctor should provide in writing all information of any side effects of medication and consequences of providing medication when it is not necessary.

I _____ being the parent/guardian of (student) _____ YEAR _____ request that St Mary's School Northampton administer the following medication as prescribed by

Dr _____ for the purpose of treating (condition) _____

Name of Medication: _____ Dosage: _____

_____ Time to be taken: _____

Comments: _____

Signature of Parent/Guardian: _____ Date: _____

Note: Any additional information should be attached.

Table with 3 columns: OFFICE USE ONLY, Class Teacher, Admin, Medication to be refrigerated

St Mary's School is conscious of each person's right to privacy for personal information. Please see the School's Privacy Policy for specific information relating to the Privacy Act.

APPENDIX B

*St Mary's School
Northampton*



St Mary's School
Northampton WA 6535
Phone 08 99341112
Fax 08 99341115

Email: admin@smsn.wa.edu.au

**St Mary's School Northampton
Medication Record**

Student's Name: _____

Medication Administered				Name of Educator Administering	Signature of Educator Administering	Name of Witness	Signature of Witness
Time	Date	Dosage	Method				