



# MEDICATION POLICY

Policy 2019-2023



## Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

### Overview:

Some students attending school need medication to control health conditions. It is necessary that staff (as part of their duty of care) assist students, where appropriate to take their medication. The College will ensure the students' privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

### Rationale:

- Glenroy College will have an administration of medication procedure which outlines the College's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this College.
- The student's parent/carer may wish to supply medication to be administered at the College. To minimise the quantity of medication held at the College, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- Students will generally need supervision of their medication and other aspects of health care management.
- The College in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances

### Aims:

- In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from a parent, guardian or approved person, or in the case of an emergency, with permission of a medical practitioner.
- All medications, prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by College personnel following the processes and protocols set out the Glenroy College Enrolment Form.
- When administering prescription medication on behalf of parent or carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacists label noting the name of the student, dosage and time to be administered.
- All prescription medication is stored in the Sick Bay and logged in the register in Sick Bay.
- Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the College, as a standard first aid strategy – unless there is parent or guardian consent given in writing (see enrolment form).
- The Principal (or nominee) administering medication needs to ensure that
  - permission to administer medication has been received from the child's parents, guardians or approved persons or a medical practitioner
  - the right child has the right medication and the right dose by the right route (for example, oral or inhaled) at the right time
  - they write down what they have observed
  - a record of medications administered is recorded in Sick Bay
- The Principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the College. The teachers may be required to release students at prescribed times so they may receive their medications from the Principal or nominee.

- The Glenroy College register will be completed by the person administering the taking of medication.
- The College in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the College. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

Note: It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.

Links which are connected with this policy are:

- [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_5.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_5.htm)
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis/schools.htm>
- <http://www.asthma.org.au/Default.aspx?tabid=102>

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form
- Appendix C: Medication Administration Log

### Communication:

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

### Policy Review and Approval:

|                            |                              |
|----------------------------|------------------------------|
| Policy last reviewed       | October 2019                 |
| Approved by                | Principal and School Council |
| Next scheduled review date | October 2023                 |

## APPENDIX A

### Medication Management Procedures

The College has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by College staff with reference to individual student medical information.

#### Student Information

Parents and/or guardians are required to keep the College informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a significant medical condition or illness has an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:

- the usual medical treatment needed by the student at the College or on College activities
- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student's doctor

All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official register located in the College campus office.

#### Administration of prescribed Oral Medication

- In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit permission from a parent, guardian or approved person or in the case of an emergency, with permission of a medical practitioner.
- Parents or guardians are required to inform the Principal in writing of any prescribed medication that students need to take in College hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.

#### Medication Administration

- Permission Forms are available from the Administration Office and should be completed and signed by the parent or guardian.
- Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from teachers. This information will be recorded on the individual student's management plan.
- All medication sent to College is to be administered by College staff.
- Parents or guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose, and the time it is to be given.
- Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the College administration office.

#### Administration of Analgesics

- Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the College, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the College's first aid kit
- Analgesics are only to be given following permission of parents or guardians and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

#### Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe. Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at the College (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking

regular medication. Consistent with our Asthma policy, students who provide the College with written parent permission supported by approval of the Principal may carry an asthma inhaler with them.

### **Student Asthma Information**

- Every student with asthma attending the College has a written Asthma Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the student's parent/carer.
- This plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:
  - usual medical treatment (medication taken on a regular basis when the student is 'well' or as premedication prior to exercise)
  - details on what to do and details of medications to be used in cases of deteriorating asthma – this includes
  - how to recognise worsening symptoms and what to do during an acute asthma attack
  - name, address and telephone number of an emergency contact
  - name, address and telephone number (including an after-hours number) of the student's doctor
- If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged.
- Students needing asthma medication during College attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition
- Students who provide written parent permission supported by approval of the Principal may carry an asthma inhaler with them during the College day

### **Asthma Medication**

There are three main groups of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device. Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications will be easily accessible to students at all times, preferably carried by the student with asthma. All students with asthma are encouraged to recognise their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at the College. Preventer medications come in autumn colours (for example brown, orange, and yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and will generally not be seen in the College environment. Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day. Symptom controllers and preventer medications are often combined in one device. These are referred to as combination medications and will generally not be seen at the College.

# MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school



This form should, ideally, be signed by the student’s medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia’s School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student’s health support needs. If additional advice is required, please attach it to this form.

**Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.**

## Student Details

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_

Review date for this form: \_\_\_\_\_

## Medication to be administered at school:

| Name of Medication | Dosage (amount) | Time/s to be taken | How is it to be taken?<br>(eg oral/topical/injection) | Dates to be administered                          | Supervision required  |
|--------------------|-----------------|--------------------|---|---|---|
|                    |                 |                    |   | Start: / /<br>End: / /                            | <input type="checkbox"/> No – student self-managing<br><input type="checkbox"/> Yes   |
|                    |                 |                    |   | OR<br><input type="checkbox"/> Ongoing medication | <input type="checkbox"/> remind<br><input type="checkbox"/> observe<br><input type="checkbox"/> assist<br><input type="checkbox"/> administer |
|                    |                 |                    |   | Start: / /<br>End: / /                            | <input type="checkbox"/> No – student self-managing<br><input type="checkbox"/> Yes   |
|                    |                 |                    |   | OR<br><input type="checkbox"/> Ongoing medication | <input type="checkbox"/> remind<br><input type="checkbox"/> observe<br><input type="checkbox"/> assist<br><input type="checkbox"/> administer |

## Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

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## 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

## Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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## 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

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

## Authorisation to administer medication in accordance with this form:

Name of parent/carer: \_\_\_\_\_

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

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

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

Contact details: \_\_\_\_\_

# MEDICATION ADMINISTRATION LOG

For students requiring medication to be administered at school



This log should be completed by the staff member administering medication to any student at the school.

Name of student: \_\_\_\_\_

Year level: \_\_\_\_\_

| Date | Time | Name of Medication and Dose | Tick when checked ✓ |                    |              |               | Comments | Staff member administering (print name and initial) | Staff member checking* (print name and initial) |
|------|------|-----------------------------|---------------------|--------------------|--------------|---------------|----------|---|---|
|      |      |                             | Correct Child       | Correct Medication | Correct Dose | Correct Route |          |   |   |
|      |      |                             |                     |                    |              |               |          |   |   |
|      |      |                             |                     |                    |              |               |          |   |   |
|      |      |                             |                     |                    |              |               |          |   |   |

**\*Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.

