



Specimen Hill Primary School

Administration of Medication and Care Arrangements for Ill Students

1. PURPOSE

To ensure the safe storage and administration of medication. This relates to both prescription and non-prescription medication. This policy also outlines appropriate care for ill students.

2. GUIDELINES

All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration.

Medication must be in the original container or bottle that is clearly labelled with the name of the student, dosage and time to be administered and be within the expiry date.

Stored according to the produce instructions, particularly in relation to temperature

Encouragement given to parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

Protect student privacy to avoid any stigmatisation

As part of Duty of Care teachers, they must assist students to take their medication where appropriate

3. IMPLEMENTATION

3.1 Written advice and directions

- before administering any medicine the school will obtain written advice on a Medication Authority Form **Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the students' health plan**
- The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted.
- The principal may agree to the form being completed by a parents/guardians or adults.
- The school will seek clarification from the parents/guardians who may need to contact the prescribing medical/health practitioner to seek general information relating to safe medication practices.

3.2 Administering Medication

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

3.3 Recording the administration of medication

A medication log or an equivalent official medications register will be kept and should be used by the person administering the medication. Two staff members will supervise the taking of medication and sign the log

3.4 Storing medication

- Medication is stored for the period of time specified in the written instructions.
- The quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- 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.

CARE ARRANGEMENTS FOR ILL STUDENTS

- Students who appear ill or are complaining of feeling unwell are sent to the office/sick bay. Teachers to inform the office that they are sending the student to the office.
- The Principal or their nominee will assess the child.
- The child will be supervised in the sick bay until a decision regarding the students care is made.
- Parents or family emergency contact of ill students will be contacted and encouraged to pick them up from school. If parents/emergency contact are not available, and the child's condition needs immediate medical help, an ambulance is to be called.

4. RELATED POLICIES

Asthma

Anaphylaxis

Duty of Care

First Aid

Date implemented	1 February 2018
Author	Joanne Ryan
Approved By	School Council
Approval Authority (signature & date)	
Date reviewed	5/5/2019
Responsible for Review	Assistant Principal
Review date	Term 1 2021
References	http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx http://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf

