

DISTRIBUTION OF MEDICATION

RATIONALE

This policy is designed to ensure that all medication is stored and administered correctly. Medication includes prescription and non-prescription medication.

AIMS

- To outline MSC's processes and protocols regarding medication management.
- To protect student privacy and confidentiality to avoid any stigmatisation.
- To ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- Ensure all medication to be administered is:
 - Accompanied by written advice providing directions for appropriate storage and administration.
 - In the original bottle or container clearly labelled with the name of the student, dosage and time to be administered.
 - Within its expiry date.
 - Stored according to the product instructions, particularly in relation to temperature.
- Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

IMPLEMENTATION

A. Authority to Administer

The following points describe how authority is to be obtained regarding the administering of medication:

Written advice and directions

Written advice is obtained on a Medication Authority Form for all medication to be administered to students. The form is completed by the student's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/guardians or adult/independent students. Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.

Clarification directions

Clarification about medication should be gathered from the parents/guardians or adult/independent student, who may need to contact the prescribing medical/health practitioner.

General information should be gathered relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

B. Administering Medication

Administering:

The Principal, (or nominee) must ensure:

- that the correct student receives:
 - their correct medication
 - in the proper dose
 - via the correct method, such as inhaled or orally

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- 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

Self-administration:

Consultation with parents/guardians or adult/independent students and the student's medical/health practitioner will occur to determine the age and circumstances by which the student could self-administer their medication.

Written permission from the medical/health practitioner or the parents/guardians will be gathered, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

Ideally, the self-administered medication should be stored at school. However, where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes, the medication must be stored in an easily accessible location.

Also at the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, when:

- the medication does not have special storage requirements, such as refrigeration
- doing so does not create potentially unsafe access to the medication by other students

Recording:

The person administering the taking of medicine should use a medication log. Good practice is to have two staff members:

- supervising the administration of medication
- checking the information noted on the medication log

Warnings:

The school should 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
- 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

C. Storing Medication

The school is to ensure:

- that medication is stored for the period of time specified in the written instructions received.
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- medication is stored:
 - securely to minimise risk to others

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- in a place only accessible by staff who are responsible for administering the medication
- away from the classroom
- away from the first aid kit

D. Medication Error

When a student takes medicine incorrectly:

1. Ring the **Poisons information Line, 13 11 26** and give details of the incident and student.
2. Act immediately upon their advice, such as calling an ambulance, **on 000**, immediately if you are advised to do so.
3. Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
4. Review medication management procedures at the school in light of the incident.

REFERENCES

- Department of Education and Training
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx#2>

EVALUATION

This policy will be reviewed as part of the College's three-year review cycle.