



# 604 – Distribution of Medications Policy

## Purpose

To ensure the school stores and administers prescription and over-the-counter medication correctly. The school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication or illness.

## Scope

Many students attending school need medication to control a health condition. It is necessary that school personnel (as part of their duty of care) assist students, where appropriate, to take their medication, and ensure that medication is stored and administered correctly. The school will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation. The school will ensure health information about students is managed sensitively and in accordance with this policy. Cairnlea Park Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at: <http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

## Definitions

**Prescription Medication:** A prescription medicine is any medicine that needs your doctor or other prescriber's authorisation before the pharmacist can supply it to you. Instructions on how to take the medicine are typed on a label and stuck to the medicine container by a pharmacist. All prescription medicines have an information leaflet called Consumer Medicine Information (CMI).

**Over-The-Counter Medication:** Over-the-counter (OTC) medicines can be purchased for self-treatment from pharmacies, with selected products also available in supermarkets, health food stores and other retailers. Examples include cough and cold remedies, anti-fungal treatments, sunscreens, non-prescription analgesics such as aspirin and paracetamol. They do not require a prescription from a health practitioner.

## Guidelines

Cairnlea Park Primary School will have an administration of medication procedure which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed (over-the-counter) medication to students at this school.

The student's parents/carers may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, 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.

## Implementation

### 1.0 Administering Medication

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Authorisation to Administer Medication (Appendix A) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner. Medicines will be administered by the office staff at approximately 12.00pm each day.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Authorisation to Administer Medication Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

1. accompanied by written advice providing directions for appropriate storage and administration
2. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
3. within its expiry date
4. stored according to the product instructions, particularly in relation to temperature.

If necessary, Cairnlea Park Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

When administering prescription medication to students, the Authorisation to Administer Medication must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that

- the student receives:
  - the correct medication;
  - in the correct dose;
  - via the correct method (such as orally or inhaled);
  - at the correct time of day;
- a log is kept of the medicine administered; and
- Medication Authority Form (Appendix 2) has been completed.

The School Medications Register will be completed by the person administering the medication.

Our school **will 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 student to whom it is prescribed.

Note: Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

### **2.0 Storing Medication**

Cairnlea Park Primary School will ensure:

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

### **3.0 Student Information**

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan (see Appendix 3) which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

#### Appendices related to this policy:

Authorisation to Administer Medication

### **Evaluation**

This policy will be reviewed as part of the school's three-yearly policy review process.

*This policy was last ratified by school council in November 2017*