

This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.

Policy Background and Purpose

Schools are often asked by parents/guardians to administer medication for their student while at school. It is important that such requests are managed in a manner that is appropriate and ensures the safety of students. While medication policies are an essential part of a school's wellbeing procedures, students who are unwell should not attend school

Policy Objectives

In the event that it is necessary to administer medication to a student, it is our policy that:

- student's who require medication whilst at school a medication authority form needs to be completed by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, allergy and/or anaphylaxis an Asthma Foundation's School Asthma Action Plan, ASCIA Allergy Action Plan, ASCIA Anaphylaxis Action Plan should be completed instead. These forms are attached to the medication authority form
- student's take own responsibility to approach teachers or staff for scheduled medication how mentioned and signed on the DSS medication authority form
- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's enrolling parent/guardian or in the event where a student is 18 years and over
- prescribed medication will only be administered where a student's enrolling parent/guardian has provided written permission to the School
- enrolling parents/guardians are responsible for keeping the School updated if their child's requirements for prescription medication change
- enrolling parents/guardians are responsible for providing the prescribed medication and collaborating with the School in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between the School and the student's enrolling parents/guardians that this is a planned part of the individual student health management plans
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- the School provides appropriate first aid facilities
- the School ensures that teaching staff have appropriate first aid training.

Medication Distribution Policy

**Maintenance of
Medical Records**

Parents/guardians must notify the School of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with our Medical Records (Students) policy which includes a provision to ensure that the School is regularly updated as to the status of existing medical conditions.

**Parent/ Guardian
Responsibilities**

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the School of this requirement and work with the School to arrange for supply, administration and storage of the prescribed medication.

**Student Individual
Health Care Plans**

An individual student health care plans will be provided and adapted if necessary for each student who is required to take prescription medication during school hours. The plan specifies agreed arrangements for supply, administration and storage of the prescribed medication.

Individual student health care plans are stored appropriately and updated regularly. Individual student health care plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's individual student health care plan and the School must inform parents/guardians as soon as possible if concerns regarding a student's health care arise.

Each management plan should be provided by the student's doctor and should include a photo of the student and details as follows;

- the usual medical treatment needed by the student at school or on school 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

Self-Administration

Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

Staff Administration

Where prescription medication is administered by staff:

- the act of administering the medication should be undertaken in the presence of authorised staff member, if possible
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way
- in all circumstances, the medication should only be administered if prescribed by either a medical professional or by written permission of the enrolling parent/guardian

Medication Distribution Policy

- the authorised staff member is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student
- the authorised staff member must record the student's name, medication and dosage in the Medication Administration Register and sign their name
- the authorised staff member the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student.

All parent/guardian requests for staff to administer prescribed medications to their child must be in writing. Requests must be supported by specific written directions from the medical practitioner or pharmacist and include the name of the student, dosage and time to be administer. (The original medication bottle or container should provide this information). This must be reviewed with any new prescriptions.

Non-prescribed oral medications (e.g. headache tablets) must be provided by the student's parent/guardian and will not be administered by the school staff without parent/guardian permission.

All medications must be stored in either a locked unit or refrigerator – whichever is most appropriate.

All completed medication and details will be kept and recorded in a medication register.

Prescribed medications will be discreetly administered to students involved in school camps or excursions in a manner consistent with the above procedures, the all details recorded and returned to the First Aid Officer to be entered on.

If students require injections (e.g. insulin), parents/guardians are to meet with the authorised staff member to discuss and determine a suitable procedure for this to take place

A student should only bring medication that is in a clearly labelled box or container.

Storage of Medication

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication must be stored safety and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

Camp and Excursions

Medication must be handed to the staff member in-charge prior to departure (e.g. to check whether there are too many or too few).

Medication Distribution Policy

Medication must be sufficient for the duration of the camp or excursion and no greater.

Medication must have current prescription details and packaging.

All medications must be kept in the school's lockable container.

A copy of this policy should accompany camp staff.

Three simple guidelines should accompany camp permission forms:

- any medication sent with your student should be the amount required and no more.
- medication must be in the original packaging with current pharmacist's dosage instructions.
- medications must be left with the authorised staff member at least 24 hours prior to the camp or excursion.

The authorised staff member will be administering medication and needs to ensure that it is:

- the right student
- has the right medication
- and the right dose
- by the right route (for example, oral or inhaled)
- at the right time

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which it is dispensed.

Student will not be able to self-administer any medication.

Staff Responsibilities

Staff are responsible for:

- having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan
- being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times
- working with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs
- notifying the Principal and informing parents/guardians as soon as possible of concerns regarding management of the student's individual health care.

Parent Responsibilities

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the School of this requirement and work with the School to arrange for supply, administration and storage of the prescribed medication.

Medication Distribution Policy

Implementation

This policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the students' parents/guardians and the students themselves
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy David Scott School may take disciplinary action.

Approved by	Catherine Arnold – Principal
Approved Date	October, 2020
Review Date	2022
Authorising Department	David Scott School
Prepared by	Craig Colgan – Business Manager
Control File title	Medication Distribution
Version No	V 1.0
Superseded documents	

Policy Changes

Date	Reason for Change	Made by