

## POLICY

# Medication Administration

### Purpose:

To explain to parents/guardians, students and staff the processes Sunshine Special Developmental School (SDS) will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

### SCOPE:

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

### POLICY

If a student requires medication, Sunshine SDS encourages parents/guardians to arrange for the medication to be taken outside of school hours. However, Sunshine SDS understands that students may need to take medication at school or school activities. To support students to do so safely, Sunshine SDS will follow the procedures set out in this policy.

### Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/guardians will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In most cases, parents/guardians should arrange for written advice to be provided in a Sunshine SDS Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/guardians.
- The principal (or their nominee) may need to consult with parents/guardians to clarify written advice and consider student's individual preferences regarding medication administration. These preferences are to be documented on a Sunshine SDS Medication Authority Form.

### Administering medication

All medications, including 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 **a Sunshine SDS teacher/school nurse**, following the processes and protocols set out in the Medication Management Procedures of the school.

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

When administering prescription medication on behalf of parent/guardians, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. In the case that this is not possible due to frequent dosage changes, a letter from the treating doctor must be supplied by the parent/guardian.

Parents/guardians need to ensure that the medication a student has at school is within its expiry date. If the teaching staff/school nurse become aware that the medication a student has at school has expired, they will promptly contact the student's parents/guardians who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Two (2) Medication Administration Record Forms (One kept for school records and one kept in the diary) will be completed by the person administering the medication and also signed by a witness who be a Sunshine SDS Educational Staff member. **This two signature approach to medication administration is best practice and is a requirement at Sunshine SDS.**
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.
5. The school in consultation with parents/guardians 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 school. 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 that is not locked.

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

### Storing medication

The principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- according to packet instructions, particularly in relation to temperature.

For most students, Sunshine SDS will store student medication in a locked medication cabinet in the classroom.

### Warning

Sunshine SDS will not:

- in accordance with Department of Education and Training policy, 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 student's parents, guardians or health practitioner.
- allow use of medication by anyone other than the prescribed student except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

## Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical action/management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/guardians or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

## FURTHER INFORMATION AND RESOURCES

First Aid Policy

Health Care Needs Policy

Sunshine SDS Medication Authority Form

Sunshine SDS Medication Administration Log – Home

Sunshine SDS Medication Administration Log - School

## Review Cycle and Evaluation

This policy will be evaluated as part of a 3 year cycle of policy review.

Reviewed by J. Buttigieg (RN Division 1) 14th May 2020.

This policy was last updated on 14th May 2020 and is scheduled for review in May 2023.

**Version:** Final

Review Date: May 2023