




# Hughesdale Primary School

## Medication Policy

<b>Last review date:</b> May 2023	<b>Due for next review:</b> March 2026
<b>Included on website:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Authorised (Principal):</b> 



### Help for non-English speakers

If you need help to understand the information in this policy, please contact our Business Manager or an Assistant Principal.

### PURPOSE

To explain to parents and carers, students and staff the processes Hughesdale Primary School will follow to safely manage the provision of medication to students while at school or during school activities, including camps and excursions.

### SCOPE

This policy applies to the administration of medication to all students, except:

- the provision of medication for anaphylaxis, which is covered by our school's *Anaphylaxis policy*
- the provision of medication for asthma, which is covered by our school's *Asthma policy*
- specialised procedures that may be required for complex medical-care needs.

### POLICY

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

### Authority to administer

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

- Parents or carers will need to provide written advice, in the form of a Medical Authority Form, that 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.
- Medication must be in its original container and bear the original label with the name of the student and information on the dosage and time to be administered.

- Medication must be within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents or carers, who will need to arrange for medication within the expiry date to be provided.
- In most cases, parents or carers should arrange for written advice to be provided in a Medication Authority Form, completed by the student's treating medical/health practitioner.
- 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 or carers.
- The Principal may need to consult with parents or carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents or carers can contact the Primary First Aid Attendant for a Medication Authority Form or access via *School Documentation* on Compass.

### **Administering medication**

If a student needs to take medication at school or during 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. Where possible, two staff members will supervise the administration of medication.
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, releases the student from class to obtain their medication.

### *Self-administration*

In some cases, it may be appropriate for students to self-administer their medication. The Principal or their nominee may consult with parents or carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal or their nominee decides to allow a student to self-administer their medication, the Principal or their nominee may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their 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
- away from a classroom (unless quick access is required)
- away from first-aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Hughesdale Primary School will store student medication in the First Aid Room.

The Principal may decide, in consultation with parents or carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, in the original packaging if:
  - 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.

### **Warning**

Hughesdale Primary School will not:

- in accordance with Victorian Department of Education policy, store or administer analgesics such as aspirin and paracetamol as a standard first-aid strategy because 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, carers 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:

<b>Step</b>	<b>Action</b>
1.	If required, follow first-aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line (13 11 26) and give details of the incident and the student.,
3.	Act immediately upon the advice of the Poisons Information Line, such as calling 000 if advised to do so.
4.	Contact the student's parents, carers 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 000 for an ambulance at any time.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- included in staff induction processes
- available publicly on our school's website
- made available on request to the front office.

### **RELATED POLICIES AND RESOURCES**

The following [school policies](#) are also relevant to this Policy:

- First Aid Policy

- Health Care Needs Policy

School resources:

- Medication Authority Form
- Medication Administration Log

### **POLICY REVIEW**

Policy last reviewed	May 2023
Next scheduled review date	March 2026
Review cycle	Every 3 to 4 years