



YARRAVILLE

Special Developmental School

DISTRIBUTION OF MEDICATION POLICY

Yarraville SDS Principal:

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School Council President:

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CERTIFICATION:

School Council President

Signed

Date

26/6/18

Principal

Signed

Date

26/6/18

This policy ratified at School Council meeting



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DISTRIBUTION OF MEDICATION POLICY

RATIONALE:

Students attending Yarraville Special Developmental School need medication to control a health condition. It is necessary that teachers as part of their duty of care assist students, where appropriate, to take their medication.

PURPOSE:

To ensure that medication is administered safely, correctly and appropriately to students in our care.

IMPLEMENTATION:

- All medication to be administered at school should be accompanied by written advice by parent or carer providing directions for appropriate storage and administration.
- A student should not take his or her first dose of a new medication at school as the student should be supervised by the family or health professional in case of an allergic reaction.

Administration of Medication

- All medication to be administered at the school must be in its original packaging and be clearly labelled including the name of the student, dosage and time to be administered.
- When administering prescription medication, 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.
- All medication to be administered at school will be accompanied by written advice providing directions for appropriate storage and administration (see attached *Student Medication Plan*).
- Medication can be administered by an education support staff but it must be supervised and signed off by the teacher on duty (or a casual relief teacher). Two staff members must be present while administering medication – staff member administering medication and another witnessing person, checking the information noted on the information log. This is an appropriate added safety measure and is seen as good practice. If the teacher (or a casual relief teacher) on duty is not available then it must be signed off by the Section leader (see attached Medication Administration Log).
- The nominees administering medication needs to ensure that:
 - the right child;
 - has the right medication;
 - and the right dose;
 - by the right route;
 - at the right time;

- that they write down what they have observed.
- Medication prescribed for a particular student should be retained solely for the use of that student. Only in a life threatening emergency would consideration be given to any variation of this requirement such as in the case of an Asthma first aid – if the student's own puffer is not readily available, one could be obtained from the school's asthma emergency kit or borrowed from another student or staff member and given without delay.

Documentation – Medication Authority Form

- All medication to be administered at the school should be accompanied by written advice providing directions for appropriate storage and administration.
- Ideally, the school should receive medication advice from the student's medical/health practitioner who should complete the medication authority form. This ensures that the medication is medically warranted.
- If medication advice cannot be provided by the student's medical/health practitioner, then the Medication authority form can be completed by the parent/carer provided the pharmacist label is intact on the original packaging of the medication.
- The medication authority form is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action plan for Anaphylaxis and the Asthma Foundation's School Asthma Action Plan.

Documentation – Medication Log

- The medication log must be completed by the person administering the taking of medication and signed by a witness that the medication was taken by the student.
- Medication must be supervised and signed off by the classroom teacher (or a casual relief teacher) and another witnessing person, checking the information noted on the information log. This is an appropriate added safety measure and is seen as good practice. If the classroom teacher (or a casual relief teacher) is not available then it must be signed off by the Section leader.

Storage of Medication

- Medications must be stored strictly in accordance with product instructions and in the original container in which dispensed.
- Storage should be secure, with clear labelling.
- Medication is stored in a locked cupboard in the office copy room or in a locked cupboard in the classroom.
- Medication cupboard is locked at any times.

Monitoring the Effects of Medication

- It is not the role of the school to interpret behaviour in relation to a medical condition. Nor can they be expected to monitor the effects of a medication.

Medication Error

If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- Follow first aid procedures
- **Ring THE POISONS INFORMATION LINE 13 11 26**

- Act immediately on advice given by the poisons information line (for example, if you are advised to call an ambulance you should do so immediately).
- Contact the student's parent/carers or the emergency contact person to notify them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.
- Complete a Cases21 Incident Notification form as soon as possible.

RELATED DOCUMENTS:

- Student Medication Plan – for a student who requires medication whilst at school.
- Medication Administration Log
- First Aid Policy
- Cases 21 Incident Notification Form

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

Student Medication Plan



The *Student Medication Plan* is to be completed by **parent/guardian and the school principal** (or nominee). The *Student Medication Plan* ensures that schools are fully informed to assist students who require medication to be administered at school or while on related school activities.

Under the Information Privacy Act (2000) and Health Records Act (2001) schools have a legal obligation and duty to protect the individual with regard to their personal and health information. The information collected in this form is kept in confidence and only be used for the purpose of providing appropriate care of your child. Only school staff members who are responsible for assisting or supervising the student taking medication at school will have access to this information.

This health information is needed so that staff can properly care for your child. Withholding any relevant health information can put your child's health at risk.

All medication must come to school in its original package. Where dosette boxes are used for regular medication please provide the following information as well.

Medication must be labeled with:

- your child's name
- name of medication
- dose to be taken
- when it should be taken.

Medication will be kept according to the medication guidelines and distributed as required.

Parent/Guardian Consent

I give permission for the school to administer medication detailed here. If my child's health condition deteriorates I give permission for the school to seek any medical attention that is deemed necessary by a medical practitioner.

Name of Parent/Guardian:
(First Name) (Family name)

Signature: Date:/...../.....

Address:

 (H).....
(W).....

Name of family doctor:

Emergency contact numbers:

Name:

.....

.....

Medication Administration Log

Student Name: _____

Month of _____

Date	Time	Name of Medication(s)	<i>Right Dose</i>	<i>Right Route</i>	<i>Administrator signature</i>	<i>Witness signature</i>	<i>Comments</i>

Name of Medication(s) _____

Dose: _____