

## **Distribution of Medication Policy**

### **Rationale**

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.

### **Goal**

To ensure the school stores and administers medication correctly.

### **Implementation**

#### **Administering medication:**

When administering medication, the school needs to:

- Protect student privacy and confidentiality.
- Ensure all medication to be administered is:
  - Accompanied by written advice providing directions for appropriate storage and administration. This should be in the form of the Medication Authority Form (Appendix A). This form should be completed by the student's medical/health practitioner or parent/guardian. Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form if it is covered in the student's Action Plan.
  - In the original bottle or container, clearly labelled with the name of the student, dosage and time to be administered (prescription and non-prescription), together with a named measuring cup or spoon. If the medication is in tablet form, parents/guardians are to provide the required dosage in a clearly labelled dosette box.
  - Within its expiry date.
  - Stored according to the product instructions, particularly in relation to temperature.
- Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

Teachers in charge of students at the time their medication is required are to release the student from class to obtain their medication.

All students are to be aware of their medication routine, accepting responsibility to attend the sick bay at the appropriate times.

The principal (or nominee) must ensure that:

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

A medication log or equivalent official medications register should be used by the person administering the taking of the medicine. Good practice is to have two staff members supervising the administration of the medication and checking the information noted on the medication log.

**Schools should 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 prescribed student – except in the case of a life threatening emergency, for example, a student is having an asthma attack and their own puffer and the school emergency puffer is not readily available.

**Storing medication:**

Schools should 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.
- Parents are advised that it is their responsibility to bring their child's medication to the school office prior to 9.00am where it will be securely stored. Parents need to notify the class teacher of their child's medication requirements after the delivery of the medication and completed Medication Authority Form to the school office.
- 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, and not in school bags.
  - Away from the first aid kit.

**Resources Links which are connected with this policy are:**

DET Medication Policy

<http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx#mainContent>

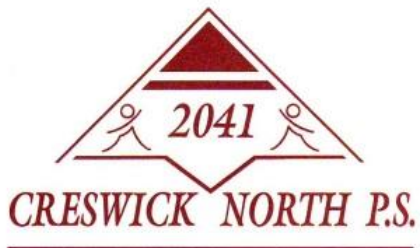
DET Anaphylaxis Policy

<http://www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx#mainContent>

DET Health Support Planning Policy

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Asthma Society Webpage <http://www.asthma.org.au/>



93 Macs Street  
Creswick Vic. 3363  
Ph (03) 5345 2012  
Fax (03) 5345 1224

**Appendices which are connected with this policy are:**

Appendix A: Medication Authority Form

**Evaluation:**

This policy will be reviewed every three years as part of the school's three year review cycle.

**Certification:**

This policy was endorsed by School Council at the meeting held on 20 June 2018