

PURPOSE

At Ivanhoe East Primary School, it is recognised that at times, students with specific medical needs require medication to be administered at school or during school related activities in order to effectively manage a medical condition or illness.

When a child requires medication during school hours, it is essential that parents provide written instructions for the storing and administering of the medication so that the necessary arrangements can be made.

The purpose of this policy is to ensure schools store and administer medication correctly. This policy relates to all medications including prescription and non-prescription medication. It also provides a framework for the safe administration of medicines to students whilst at school and engaged in school related activities. This policy relates to the administration of medicines, such as antihistamines and Panadol, as well as medication required for the management of chronic medical conditions such as Anaphylaxis, Diabetes and Epilepsy.

All children with a medical condition or illness are required to have an up-to-date health support plan developed in conjunction with the school, the child's doctor and the parents. This plan is to be attached to the child's school records and communicated to all staff involved with the daily management of the student at school. Parents are required to keep information about their child's medical conditions current. When there is a change in a child's care plan or medication, parents must contact the school in person and also in writing.

DEPARTMENT GUIDELINES AND PROCEDURES

Schools must:

- have a medication management policy that:
 - outlines the school's processes and protocols
 - is ratified by the school council
 - is communicated to the school community
- protect student privacy and confidentiality
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- ensure all medication to be administered is:
 - accompanied by written advice providing directions for appropriate storage and administration
 - in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
 - 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 and
- facilitate specific training and professional development for relevant staff, when required.

Authority to Administer

Item	Description
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Written advice and directions	<p>Schools should obtain written advice on a <i>Medication Authority Form</i> for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. However, if this advice cannot be provided the principal may agree that the form can be completed by parents/guardians or carers.</p> <p>Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan. The school also requires explicit permission for the medication to be administered by the Office Staff, School Nurses or the teacher in charge of that child. See: Related policies for: <i>Asthma, Anaphylaxis, Health Support Planning forms</i>.</p>
Clarifying directions	<p>The school must obtain:</p> <ul style="list-style-type: none"> • clarification about medication from the parents/guardians or carer, who may need to contact the prescribing medical/health practitioner. • general information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

Administering Medication

Item	Description:
Administering	<p>The Principal, or their nominee must ensure:</p> <ul style="list-style-type: none"> • that the correct student receives: <ul style="list-style-type: none"> - their correct medication - in the proper dose - via the correct method, such as inhaled or orally - at the correct time of day • a log is kept of medicine administered • teachers in charge of students at the time their medication is required: <ul style="list-style-type: none"> - are informed that the student needs to be medicated - release the student from class to obtain their medication <p>A medication log or an equivalent official medications register should be used by the person administering the medication. Good practice is to have two staff members:</p> <ul style="list-style-type: none"> • supervising the administration of medication • checking the information noted on the medication log.
Recording	<p>Schools can observe and document behaviours for the student's medical/health practitioner.</p> <p>Note: It is not the school's role to:</p> <ul style="list-style-type: none"> • interpret behaviour in relation to a medical condition • monitor the effects of medication.
Warnings	<p>Schools should not:</p> <ul style="list-style-type: none"> • 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.

Self administration	<p>Ideally, the self-administered medication should be stored by the school. However, where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.</p> <ul style="list-style-type: none"> • Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, when: <ul style="list-style-type: none"> - the medication does not have special storage requirements, such as refrigeration and when - doing so does not create potentially unsafe access to the medication by other students.
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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
- 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
 - away from the first aid kit.

Medication Error

Step	Action
1	<p>If required, follow first aid procedures outlined in the</p> <ul style="list-style-type: none"> • Student Health Support Plan, or • Anaphylaxis Management Plan <p><i>See: Related Policies for: Anaphylaxis and Health Care Needs.</i></p>
2	Ring the Poisons information Line, 13 11 26 and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4	Contact the 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. Consult <i>Related Documents and Policies: Asthma, Anaphylaxis, Complex Medical Care Support, Duty of Care, Medical Emergencies, First Aid Needs and Health Care Needs.</i>

IMPLEMENTATION

In accordance with DE&T guidelines, Ivanhoe East Primary School has:

- established a process for ensuring that all staff are advised of the policy requirements.
- ensured that all documentation is collected and communicated to the staff involved in the management of the student/s and communicated the specific needs and strategies, as specified in this policy, to all staff involved in the management of these students at school.

PROCESSES

At Ivanhoe East Primary School, our practice is for medication to be handed in to the School Office **not** directly to a classroom teacher or sent in a student's school bag.

- On presentation of the medication, parents are required to complete a *Medication Authority Form* which gives explicit permission for the medication to be administered by the Office staff, School Nurses or the teacher in charge of that child.
- The Office Staff ensure that the medication is stored safely. If necessary, it is stored in a designated area of the refrigerator in the Staff Room.
- Generally, the Office Staff or the School Nurses are responsible for the administering of medication to students at school.
- Medications must be in original packaging with the child's name on the package with instructions for the administration of the medication.

MANAGEMENT OF STUDENTS WITH CHRONIC CONDITIONS OR ILLNESSES

Where a child is suffering from a chronic condition such as Asthma and Diabetes, alternative arrangements are developed in consultation with the teacher.

Teachers are supported and informed through INDIVIDUAL STUDENT MANAGEMENT PLANS which provide explicit instructions for the management of the child and the instructions for the administration of medicine/s to that child. These plans are clearly displayed in classrooms and Staffroom noticeboard (with parental consent) and all teachers involved with the child's daily activities are fully informed

ASTHMA

- Students with Asthma medications, such as Ventolin (Salbutamol) inhalers, are permitted to store their medications in their school bags with their spacers and carry them on their person during excursions and sport activities.
- Children with exercise induced asthma should use their puffer via their spacer in the classroom before preceding to sport according to their individual asthma plan. Their puffer and spacer should be taken with them to sport for easy access if it is required

ANAPHYLAXIS AND ALLERGIES

- Epipens and antihistamines are stored in individually labeled medibags in a designated area of the staffroom. *STUDENT ACTION PLANS* are displayed and also stored in named medibags with the child's medication.
- Back up medications, such as asthma inhalers and Epipens, are stored in the IEPS First Aid bags and carried at all times by a designated teacher during outings.
- Additional written information is required when a child attends school excursions or camps.
- Epipens and antihistamine medications must accompany the child on all school excursions and off site sporting activities. Teachers record the time and sign that the medication has been borrowed in the EPIPEN SIGN OUT REGISTER This process is witnessed by another adult by signature. It is essential that the medication is returned promptly and signed in by the teacher responsible for the management of the student.

DIABETES, EPILEPSY AND OTHER CHRONIC CONDITIONS

Student medications are kept with the child at all times. Teachers responsible for the administration of medication are supported by the INDIVIDUAL STUDENT MANAGEMENT PLANS.

Emergency medication such as *GLUCOGON* Injection is stored in the first aid room as only the nurses are trained to give this medication as it is an intramuscular injection and is only necessary if the child is unconscious due to hypoglycaemia as written and signed by the child's doctor.

Insulin for injection may be stored in the special medication section of the refrigerator however this should only be used by the parent in the event of pump failure as the child would need to go home it would only be stored at school for convenience. IT SHOULD NOT BE ADMINISTERED BY ANYONE ELSE UNLESS there is written authorization from the child's medical practitioner and the circumstances are outlined.

EVALUATION

This policy to be reviewed as part of the school's four-year review process in 2018.

RELATED POLICIES AND DOCUMENTS

This policy should be considered in consultation with the following policies and documents:

Number	Name
	http://www.education.vic.gov.au/Documents/school/principals/spag/health/medicationadminlog.doc
	http://www.asthma.org.au/Resources/SchoolsandChildrensServices.aspx
	http://www.education.vic.gov.au/Documents/school/principals/spag/health/medicationauthorityform.doc
	http://www.education.vic.gov.au/school/principals/spag/health/Pages/complexneeds.aspx
	http://www.education.vic.gov.au/school/principals/spag/management/pages/medical.aspx
	http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx
	www.education.vic.gov.au/school/principals/spag/curriculum/Pages/swimming.aspx
112	Yard Supervision
107	Emergency Management
201	Attendance
202	Enrolment
221	Injuries to Students
217	Anaphylaxis Management
205	Student Engagement and Wellbeing
225	Asthma Management
226	Diabetes Management
227	Epilepsy and Seizures
219	Health Care Needs
215	Summer / Winter Interschool Sport
216	Camps, Incursions and Excursions