



MEDICATION DISTRIBUTION POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to explain to Parents/Carers, staff and students the processes Broadmeadows Valley Primary School (BVPS) will follow to safely manage the provision of medication to students while at school or attending school activities, including camps and excursions.

It is necessary that designated staff, as part of their duty of care, assist students, where appropriate to take their medication. This may be required by students for regular medication or for those requiring occasional dispensing of medicines. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards those students who may be more at risk than their peers due to existing medical conditions.

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 the School's Anaphylaxis Policy, and
- Specialised procedures which may be required for complex medical care needs.

DEFINITIONS

Medication – a medicine, or a set of medicines or drugs, used to improve a particular condition or illness.

POLICY

If a student requires medication, BVPS encourages Parents/Carers to arrange for the medication to be taken outside of school hours. However, the School understands that students may need to take medication during school hours or at other school activities. To support students to do so safely, the School will follow the procedures and guidelines set out in this policy.

Guidelines

- The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day e.g., Medication required three times a day may be able to be taken before and after school and final dose before bedtime.
- When medicines are to be administered at school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents/carers when requesting that medication be administered to their child.

- o Students will need supervision of their medication and other aspects of health care management. In very rare circumstances some students could be permitted to self- medicate but this will only be the case after strict consultation with the student's parent/carer and, if required, their medical/health practitioner.

AUTHORITY TO ADMINISTER

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

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - o the name of the medication required
 - o the dosage amount
 - o the time the medication is to be taken
 - o how the medication is to be taken
 - o the dates the medication is required, or whether it is an ongoing medication
 - o how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a 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/carers.
- The Principal may need to consult with parents/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/carers can contact the office for a Medication Authority Form.

In order to ensure that the interests of staff, students and parents/carers are not compromised, medication will only be administered with explicit written permission from parent/carer, or in the case of an emergency, with permission of a medical practitioner.

- o Approved staff administering medication need to ensure that:
 - they have the right child
 - has the right medication
 - they have the right dose
 - know the right way - check whether it is to be taken orally or inhaled
 - administered at the right time
 - observations are written in the school register
 - permission to administer medication has been received from the student's parent/carer in the form of a Medication Authority Form

- o Appropriate staff will follow up parent's instructions and inform teachers of those students who require medication to be administered at the school. The teacher will then be required to release students at prescribed times so that they can be administered medications.
- o **The School Register will be completed by the person administering the taking of the medication.**
- o Ideally all medication 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, a more accessible location will be identified.

ADMINISTERING MEDICATION

1. Administration of Prescribed Oral Medication

Parents/carers are required to inform the principal in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, e.g., in the case of Asthma attacks. Medication Administration Permission Forms are available from the Administration Office and should be completed and signed by the parent/carer.

Certain students are capable of taking their own medication (usually Asthma) while other students will need assistance from appropriate staff. This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff and parents/carers are required to supply medication in a container that gives the name of the medication, name of the student, the dose and the time it is to be given.

Where medication for more than one day is supplied, it is to be placed in a secure storage cupboard in the school administration office.

2. Administration of Analgesics

In accordance with Department of Education and Training policy, the school will 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.

Analgesics are only to be given following the permission of parents/carers and are to be issued by the First Aid Officer who will maintain a record to monitor student dosage. Analgesics are to be provided by the parent/carer.

3. Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain situations their airways narrow, making it hard for them to breathe.

Symptoms of Asthma commonly include:

- Cough

- Tightness in chest
- Shortness of breath/rapid breathing
- Wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

4. Student Asthma Information

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the student's parent/carer.

This plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It should contain the following information: -

- Usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise as a preventative measure)
- Details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute attack
- Name, address and telephone number of an emergency contact
- Name, address and telephone number (including an afterhours number) of the student's Doctor

5. Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell or sent to the office unaccompanied.

6. Anaphylaxis

Some children are allergic to foods, medicines, insects etc. When they come into contact with these things, they can develop a number of symptoms. This is known as an allergic reaction. It is up to all staff to take allergic symptoms seriously as both mild and severe symptoms can lead to a serious allergic reaction called anaphylaxis which if not acted upon expediently can prove to be fatal.

Symptoms of Anaphylaxis commonly include:

- Skin rashes, itching and hives
- Swelling of the lips, tongue and throat
- Shortness of breath/trouble breathing
- Dizziness and/or fainting

Many children have mild allergies with very minor problems and rarely need medication. However, some students may suffer from severe reactions and additional medication may be required at school (particularly before or after vigorous exercise).

7. Student Anaphylaxis Information

Every student with severe allergies/Anaphylaxis attending the school has a written Anaphylaxis Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the student's parent/carer and Principal.

This plan is attached to the student's records and updated annually or more frequently if the student's condition changes significantly. The Anaphylaxis Action Plan should be provided by the student's doctor and is accessible to all staff. It should contain the following information: -

- Usual medical treatment (medication taken on a regular basis or medication to be utilised in case of an emergency (EPIPEN))
- Details on what to do and details of medications to be used in cases of an allergic reaction – this includes how to recognise worsening symptoms and what to do during an acute attack
- Name, address and telephone number of an emergency contact
- Name, address and telephone number (including an afterhours number) of the student's Doctor

In the case of a student suffering a severe reaction the following steps should be followed:

- a) Follow the steps on their Action Plan
- b) Administer the EPIPEN and call 000 immediately
- c) Call an ambulance to transport student to hospital so observation and further treatment can be administered by medical staff

Most importantly all staff need to be educated on how to minimise the chance of a student suffering from a severe reaction and what to do if it occurs.

Medication for the treatment of allergies will be kept in easily identifiable containers in the General Office First Aid cupboard (in some cases they will need to be kept in the individual's classroom). Each container should be clearly labelled with the child's name and class.

Summary of Procedures to Dispense Medication

- Permission to dispense medication form **must be completed by the parent/carer.**
- Medicine must be in original packaging clearly marked with name of child, homegroup and dose to be administered.
- Recommended/prescribed dose will not be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed in the Medication record book.
- It will be the parent/carers responsibility to collect medication at the end of each school day where necessary.
- Medication taken out of school on trips or excursions must be logged in and out with the school office and be the responsibility of a senior member of staff at all times.

- The School shall maintain and monitor records of; Completed Medication Authority Forms, a registry of all visits to the first aid room by the treating first aider, and a log of medication administered by the School.

STORING MEDICATION

The Principal (or 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, and
- According to packet instructions, particularly in relation to temperature.

For most students, the School will store student medication in the first aid room.

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

- The medication should be stored securely in the student's classroom if quick access might be required, or
- The student can carry their own medication with them, preferably in the original packaging if; The medication does not have special storage requirements, such as refrigeration, and
- Does not create potentially unsafe access to the medication by other students

Staff should not dispose of medicine belonging to a student. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

WARNING

- 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, 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:

Step	Action
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 their advice, such as calling Triple Zero “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 Triple Zero “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 [or insert other online parent/carer/student communication platform]
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

MORE INFORMATION AND RESOURCES

- DET Medication Policy
- DET Anaphylaxis Policy
- DET Health Support & Planning Policy
- Asthma Foundation – Website
- DET School Policy and Advisory Guide - Medication
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- DET School Policy and Advisory Guide - Asthma
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>

POLICY EVALUATION AND RATIFICATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

