

Medication Policy

Brighton Primary School

1542

Authority to administer

Brighton Primary School will obtain written advice on a Medication Request Form for all medication to be administered by the school. This form can be accessed on Compass under the Community Tab, School Documentation, Health Centre. The form will 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. The medication authority form is to be kept in the health centre and the school nurse is responsible for administering medication. Authority may be obtained over the phone by the school nurse in consultation with the parent/guardian.

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.

Brighton Primary School will obtain:	<ul style="list-style-type: none"> • Clarification about medication from the parents/guardians, who may need to contact the prescribing medical/health practitioner if required. • General information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.
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Administering Medication

The principal, or their nominee must ensure:	
Administering:	<ul style="list-style-type: none"> • The correct student receives: <ol style="list-style-type: none"> (1) their correct medication (2) the correct dose (3) the correct method, such as inhaled or orally (4) at the correct time • All medication must be supervised • A log is kept of medicine administered and this information is stored in the health centre and documented on Cases. • Teachers in charge of students will: <ul style="list-style-type: none"> - be informed that the student needs to have medication at a certain time, - release the student from class to obtain their medication.
Recording:	<ul style="list-style-type: none"> • A medication register is used by the person administering the medicine. • The school nurse is responsible for administering and giving medication. In her absence, the first aid staff member will be responsible. All medication is checked according to the information on the medication authority form, and checked to see if this is within recommended guidelines.

Warnings	<p>Brighton Primary School will not:</p> <ul style="list-style-type: none"> • Administer analgesics 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. • Give medication without knowledge of the parent/guardian unless in case of emergency. <p>Note: Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own reliever puffer is not readily available, one should be obtained and given without delay.</p>
Specialised procedures	<p>Any child requiring insulin via insulin pump is supervised with the recording and adjustments made to the pump. Refer to each child's individual action plan which is made in consultation with the student's doctor, parent/guardian, and the school nurse. Clear communication is kept to monitor the correct dose is given according to action plan and blood sugars.</p>

Storing Medication

Brighton Primary School will ensure:	<ul style="list-style-type: none"> • All prescribed medication must be sent to the Health Centre in its original container which has the prescription details typed on the sticker
	<ul style="list-style-type: none"> • All pharmacy medication is kept in a safe place, securely stored to minimize risk to others.
	<ul style="list-style-type: none"> • Medication is stored for the period of time specified in the written instructions received.
	<ul style="list-style-type: none"> • The quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
	<ul style="list-style-type: none"> • Medication checked regularly for expiry dates and replenished when required. No expired medication will be stored at the school.
	<ul style="list-style-type: none"> • All staff are clearly aware of where medication is stored in case emergency access is required by a staff member.
	<ul style="list-style-type: none"> • Medicines are in a place only accessible by staff who are responsible for administering the medication
	<ul style="list-style-type: none"> • Medications are kept at the required storage temperature.
	<ul style="list-style-type: none"> • Any medication used in a first aid kit is kept by a staff member only (except in the case of asthma puffer and EpiPens).

Medication Error

This table describes how Brighton Primary School will respond **when a student has taken medicine incorrectly.**

Step

1. Staff to obtain clear information about incident, what medication was taken, dosage, and reason the incident occurred. They are to assess and document signs and symptoms the child is displaying.
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 the 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.

Anaphylaxis and EpiPens

Storage:	Each child with anaphylaxis supplies 2 EpiPens to the school : <ol style="list-style-type: none">(1) One EpiPen is stored in the health centre in an anaphylaxis alert bag with the action plan, clearly visible to all staff.(2) One EpiPen is to be kept with the child and will be taken with the child to specialists.(3) If the child leaves the school premises for a school activity, both EpiPens are to be taken with the child.
Recording:	<ul style="list-style-type: none">• All EpiPens in the health centre are written into the EpiPen register located next to EpiPens.• Any staff member who removes an EpiPen for a child must document time and reason for removal in the register.• The return of EpiPens must also be documented and signed to ensure all EpiPens are easily accountable.• School spare EpiPen must also be recorded when removed and returned.

	<ul style="list-style-type: none"> Each child must have a current anaphylaxis management plan which has been documented and signed by the child's treating doctor, and signed by the parent/s or guardian.
Who can carry EpiPen:	A child may carry their EpiPen when given direct instruction from a staff member or parent/guardian to do so (wherever safe to do so). The adult who is responsible for this supervision must be aware of the location of the epipen at all times.
Training:	Staff must be given education and training in accordance with Ministerial Order No. 706.

Asthma

<ul style="list-style-type: none"> Asthma reliever puffers (such as Ventolin) can be kept with the child and are to be supervised by the teacher/school nurse where appropriate according to the child's action plan. School supplies of asthma reliever puffers are stored within the health centre and are clearly located for use by staff in case of emergency. Asthma reliever puffers are supplied in first aid kits for camps and excursions.

For further information:

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

This policy was last ratified by School Council May, 2017

To be reviewed in 2020

MEDICATION REQUEST FORM

DATE:

PARENT'S NAME:

ADDRESS:

**TELEPHONE:
(Business Hours)**

Dear Principal,

I request that my child _____ be administered the following medication
(Child's Name)

whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)