



Administration of Medication Policy

Rationale:

Schools have a duty of care to provide a safe working and learning environment for all staff and students. At SPJE we understand that many students need medication to control illnesses such as asthma, diabetes and epilepsy. Teachers, as part of their duty of care, assist students where appropriate and where the necessary preliminary planning has been undertaken.

Principals must ensure that only properly trained staff administer certain specialised medications and procedures. This must be carried out in strict accordance with the provided management plans and only following careful discussion with medical personnel.

State poisons regulations prevent school personnel from being in a position to make any diagnosis or judgment about a student's medical condition or the need for medication to be administered.

Aims:

This policy aims to:

- Ensure a safe working and learning environment for staff and students.
- Educate parents regarding the procedures for administering medication at school.
- Develop guidelines to ensure children are able to receive prescribed medication at school under the supervision of an adult approved by the principal.
- Ensure that an official register is maintained for the administration of medication to students.

Implementation:

- Wherever possible the scheduling of administration of medication should occur out of school time so that it remains a parental responsibility.
- At SPJE we recognise that in some instances students may need to take prescribed medications during school hours. ***(Generally only medication prescribed by a medical practitioner can be administered. The only exception to this will be if paracetamol is recommended by another health care professional eg a dentist in case of dental health care)*** At all times the following protocols must be adhered to:
 - A parent or legal guardian must, in the first instance make a written request to the school via a **medication permission/information form**.
 - The principal will authorise certain staff to take the responsibility of administering the medication.
 - Medicines will be kept in a secure place.
 - The medication must be in the original container obtained from the pharmacist or medical practitioner.
 - All unused medicines will be returned to parents.

- Instructions for the administration of the medication must:
 - Be written on the container by the pharmacist at the medical practitioner's direction
 - Indicate specific times at which medication is to be administered
 - Show the dosage and the patient's name
 - Not be accepted solely from the parent to administer medication.
- Record keeping- SPJE School maintains an official register for the administration of medication to students. This contains a record of each occasion medication was administered to a student and is completed by the person administering the medication. Each entry contains:
 - The date and time the medication was administered
 - The name of the medication and the dosage and method of administration
 - The name of the student and the name of the staff member or person authorised to administer the medication
 - The signature of the person administering the medication and the principal's signature, where needed.
- Staff must not administer creams, lotions, cough medicines or other over-the-counter medications. First aid training courses do not teach first aid personnel to manage illness and injury by the use of medication. First aid personnel cannot reasonably be expected to have knowledge of the medications they are using, such as correct drug dosage, indications for use, precautions associated with use, drug interactions and contraindications.
- Students are not permitted to have in their possession and/or self-administer over the counter medication whilst at school.
- First aid personnel who choose to medicate may be acting beyond the scope of first aid practice and may harm the patient. The school has a duty of care under common law to ensure students' safety and proper use of medicine.
- Procedures are in place to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- Several children have been prescribed with auto immune pens, these are kept in classrooms and are accompanied by a Management Plan. Staff will be in-serviced regularly by approved personnel on their administration.

Evaluation:

Teachers, parents and students will evaluate the implementation of the administration of medication policy annually. This process will be overseen by the Principal in conjunction with the whole staff and School Advisory Council. Reviewed 2014.