



## Storage and administration of medication policy

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### Rationale

From time to time, students attending school may require medication. Staff can assist students, when appropriate, to take their medication. St Liborius Primary School will take all steps to ensure that medication, both prescription and non-prescription, is stored and administered appropriately. We will ensure that all health and medical information for students is managed sensitively.

### Vision Statement

We believe in the value of each person as a gift from God to be respected, celebrated, nurtured as individuals and supported in their achievements.

We believe our school creates a sense of hope by being a positive and child safe place where children are happy and secure in their learning and development.

### Guidelines for managing medication

In the event of medication being required to be administered at school, parents are asked to complete a 'medical administration form'. This form includes written instructions eg dosage, and signed permission to administer the medicine. All medication should be accompanied by written advice from a medical practitioner and is in its original packaging from the pharmacy.

Please note no analgesics (Panadol, Nurofen, hay fever medication etc.) can be administered at school unless there is written permission from a doctor.

It is highly advisable for all medication to be administered at home, if this is not possible please contact the office to arrange an alternative plan.

St Liborius Primary School will:

- 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 (from medical practitioner) providing directions for appropriate storage and administration, in the original packaging 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.
- We encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

### Authority to administer

St Liborius Primary School will obtain written advice on a Medication Authority Form 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.

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 asthma management plan.

### Clarifying directions

St Liborius Primary School will get:

- clarification about medication from the parents/guardians or adult/independent student, 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

The principal, or their nominee must ensure:

- That the correct student receives:
  - 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:
  - are informed that the student needs to be medicated
  - release the student from class to obtain their medication.

## Recording

A medication administration log will be used by the person administering the taking of medicine. Good practice is to have two staff members:

- supervising the administration of medication,
- checking the information noted on the log.

## Warnings

St Liborius Primary School should not:

- 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. 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 blue reliever puffer is not readily available, one should be obtained and given without delay.

## Self-administration

St Liborius Primary School will consult with parents/guardians or and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.

St Liborius Primary School will obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

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.

Many children need to either regularly or "at times" take medication at school. In the event of children taking regular medication, (eg. Asthma inhalers), they should be encouraged to be open and quite natural and learn to self-administer properly.

## Storing medication

St Liborius Primary School will 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

## Evaluation

This policy is to be reviewed every 3 years