Medication Policy



Date Implemented	17/5/2021				
Document Owner	Assistant Principal/First Aid Coordinator				
Approved By	WYPS School Council				
Approval Authority SC President	17/5/2021				
Approval by Principal or Nominee	17/5/2021				
Review Date	2023				
References	 DET Anaphylaxis Policy DET Health Care Needs DET Asthma Management Policy WYPS Asthma Policy WYPS Anaphylaxis Policy WYPS Care arrangements for ill students 				

Rationale:

 Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfills the duty of care of staff.

Aims:

• To ensure the medications are administered appropriately to students in our care.

Implementation:

- Children who are unwell should not attend school.
- If a student becomes unwell at school the parent/carer will be contacted to collect their child
- Trained First Aid Officers will be responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) unless parents give written permission or are contacted, will not be administered by school staff.
- All parent requests to administer prescribed medications to their child must be in writing on the form provided (Appendix A) and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- Requests for prescribed medications to be administered by the school 'as needed' will cause the First Aid Officer to seek further written clarification from the parents.
- It is the parent's responsibility to ensure all medication supplied to the school have not passed their use by date.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- All medication stored by the school must be logged in on the Stored Medicines Register, (Appendix B).

- Classroom teachers will be informed by the First Aid Officer of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the First Aid Officer.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering, will be kept and recorded in a confidential medications register located in the school office, by the First Aid Officer in the presence of, and confirmed by, a second staff member.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge" or First Aid Officer, in a manner consistent with the above procedures, with all details recorded in the medications register. Completed pages will be returned to the official medications register on return from the camp or excursion to school.
- Students are not permitted to be in possession of <u>any</u> medication at <u>any</u> time. Exceptions to this are:
 - Reliever inhalers, for use by asthmatic students.
 - Throat Iollies, e.g. soothers, for the relief of painful throats. However, the student must be instructed not to share with other students.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- Asthma medication is to be carried out as directed in the student's Asthma Action Plan.
- Epipens will be stored and administered as per the Anaphylaxis Action Plan.
- Please refer to school Asthma policy, First Aid policy, and Anaphylaxis policy.
- Please refer to Drug related Incident Plan Attached to this policy.

ADMINISTRATION

Prior to administering medication to a student, staff will check that it is:

- The right student
- The right medication
- The right time for the medication
- The right dose, according to parental instruction and prescription
- The right route of administration

All medication administered will be administered as per the Medication Authority Form (Appendix A) and logged in the Medication Administration Register. (Appendix B)

• INHALANTS

- Asthma will be managed according to the Student Asthma Plan and School Asthma Policy.
- Parents or guardians of a child known to have asthma must supply an Asthma Management Plan. (Appendix C) It is expected that this will be updated on a yearly basis.
- Reliever medication and an individual spacer will be provided by parents/carers of students with Asthma Management Plans.
- ➤ Blue reliever medication and Spacers will be stored with the child's name in the first aid room. When attending excursions and camps students must carry their reliever medication. Administration of this medication is to be monitored by the supervising teacher in charge.
- ➤ The school will maintain a supply of VentolinTM and spacers for use when children do not have their own personal reliever medication available.
- If a situation arises where a child NOT known to have asthma experiences asthma-like symptoms, Ventolin will be given as advised in the Victorian Schools Asthma Policy guidelines for Asthma First Aid.

EPIPENS

- Anaphylaxis will be managed according to the DEECD Anaphylaxis Guidelines and Ministerial order 706.
- Parents or guardians of a child known to have Anaphylaxis must supply an Anaphylaxis Management Plan (Appendix D) to the School. This is to be updated on a yearly basis.
- Parents have the responsibility to provide Epipens for students with life threatening allergies. The school will obtain and store a spare or 'backup' adrenaline auto-injection device(s) as part of the school first aid kit(s), for general use.
- Epipens will be stored in the staffroom, in an unlocked location accessible to all staff. The area is clearly labelled and Epipens are clearly marked with the child's name, class and the individual student's 'Anaphylaxis Action Plan' and "Management Plan".
- > Epipens must be taken on all excursions/camps where the student is attending. It is the responsibility of the Teacher in Charge of the student to collect the Epipen.

DRUG RELATED INCIDENT PLAN (Stay calm) IMMEDIATE RESPONSE FOLLOW-UP ACTION IMMEDIATE FIRST AID RESPONSE Try to establish what Assess the Impact on other Call ambulance if required (000) consumed by student/s. · Were others involved? Attend to the safety and welfare needs of students. Are other students affected? Contact Work Safe · Collect the facts: who, what Inform the Contact (132360) in case of fumes, poisons or accidents at where and how? School Principal Parents / Carers · Try to find out method of use, . school. where, amount, what and when? · Secure substance if possible · Ensure safe handling of CONTACT substance and/or disposal of sharos. Emergency Management 9589 6266 · Monitor student/s continuously If believed to be an illegal substance - Victoria Police 000 · Isolate the situation from other students if possible. Contact your Regional Office Contact the Catholic Education Office in your Diocese Association of Independent Schools Victoria 9825 7242 **DEALING WITH GROUPS** · Approach in a non-threatening · Non punitive approach at this CASE MANAGEMEN TEAM · Avoid threats and ultimatums A case management team may comprise SHORT TERM RESPONSE · Stay with the group. · Investigate and document the facts · Don't argue. · student welfare coordinator · Allow time for clarification · Don't chase (particularly with · member of admin team Inhalant use). · year level co-ordinator · Ensure the principal has been informed. The principal will take responsibility for informing relevant senior staff including Focus on most co-operative. · classroom teacher Involve group in problem solving action. · school nurse wellbeing staff. · student support service officer Consider safety for all · any other health professional. including yourself. The case management team should: · gather and verify information · allocate tasks and roles · document information LONG TERM RESPONSE · develop a communication strategy Principal in consultation with wellbeing staff and case · consider interventions management team needs to Implement short, medium and · consider sanctions long term responses. · monitor, evaluate and reflect · Debrief staff where appropriate. · Debrief those students who may have witnessed any Schools should aim to have student/s returned to school and resume normal school activities as soon as possible. Careful facilitation is Incident. Offer support to parents/carers. required. . Discuss what information, if any needs to be shared with Avoid labelling a student or jumping to conclusions. the whole school community. Prepare media response if required by contacting media unit (9637 2871). Maintain confidentiality at all times. Share only the information that needs to be shared Offer employment assistance scheme to affected staff 1300 361 008. with those who need to know

The following resources provide additional frameworks for schools and support systems for students in relation to drug issues in schools.

- <u>Keeping in Touch</u>: An intervention framework for school staff Page 5. Developing a procedural framework Page 7.
 <u>Retention and Reintegration</u>: Cycle of intervention Page 5. Summary of a young person involved in a drug-related incident - Page 8. Reintegration of students after relapse - Page 11.

 Preventing drug-related harm - A guide for the Student Welfare Coordinator. This resource provides a set of evidence-based
- guidelines and tools to assist schools and their communities to address truancy and the associated risk of problematic substance use.

Medication Authority Form

for a student who requires medication whilst at School/Camp

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School:	
Student's Name:	Date of Birth:
MedicAlert Number (if relevant):	Review date for this form:
Please Note: wherever possible, medication should be sch three times a day is generally not required during a school bed.	eduled outside the school hours, e.g. medication required day: it can be taken before and after school and before

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical/injection)	Dates
				Start date: / /
				End Date: / /
				☐ Ongoing medication
				Start date: / /
				End Date: / /
				☐ Ongoing medication
				Start date: / /
				End Date: / /
				☐ Ongoing medication
				Start date: / /
				End Date: / /
				□ Ongoing medication

F	
	edication Storage
PΙ	ease indicate if there are specific storage instructions for the medication:
_	
	
_	
M	edication delivered to the school
Ρl	ease ensure that medication delivered to the school:
_	
	☑ Is in its original package
_	
	The pharmacy label matches the information included in this form.
Se	elf-management of medication
	udents in the early years will generally need supervision of their medication and other aspects of health care management.
	line with their age and stage of development and capabilities, older students can take responsibility for their own health
	re. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's
	edical/health practitioner.
Ρl	ease advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to
ta	ke medication at a specified time or difficulties coordinating equipment:
_	
_	
-	
Μ	onitoring effects of Medication
DΙ	ease note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned
	bout a student's behaviour following medication.
	6 · · · · · · · · · · · · · · · · · · ·
	Privacy Statement
	The school collects personal information so as the school can plan and support the health care needs of the student.
	Without the provision of this information the quality of the health support provided may be affected. The information
	may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing
	health support as well as emergency personnel, where appropriate, or where authorised or required by another law.
	You are able to request access to the personal information that we hold about you/your child and to request that it be
	corrected. Please contact the school directly or FOI Unit on 96372670.
	Privacy Statement
	The school collects personal information so as the school can plan and support the health care needs of the student.
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	may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing
	health support as well as emergency personnel, where appropriate, or where authorised or required by another law.
	You are able to request access to the personal information that we hold about you/your child and to request that it be
	corrected. Please contact the school directly or FOI Unit on 96372670.
г	
ļ	Authorisation:
	Name of Medical/health practitioner:
	Professional Role:

Signature:

Date:	
Contact details:	
Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

If additional advice is required, please attach it to this form

^{**}Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide

WYPS CAMP LOG

Name	Condition	Medication	Dosage	Sign & Date		
ALLERGIES	ALLERGIES					
EXAMPLE	Bee Stings	Antihistamine				
ASTHMA						
ANAPHYLAXIS						
EXAMPLE	Jumping Jack bites	EpiPen				

DAILY MEDS – Jess White is in charge of the dispensary					
EXAMPLE	ADHD – ODD			Tues:	
		Ritalin Morning 7am	Wed:		
			Wiorining 7am	Thurs:	
				Fri:	

		Mon:
		Tues:
Ritalin	Lunch 12pm	Wed:
		Thurs:
		Fri:
		Tues:
Disperidence	Marning 7am 0.35	Wed:
Risperidone	Morning 7am 0.25	Thurs:
		Fri:
	Evening 5pm 0.5	Mon:
Risperidone		Tues:
Misperiuorie		Wed:
		Thus:
		Tues:
		Wed:
		Thurs:
		Fri:

DAILY MEDS				
EXAMPLE	Asthma			Mon:
				Tues:
		Ventolin	2 puffs morning	Wed:
				Thurs:
				Fri:
		Ventolin	2 puffs night	Mon:

SWIMMING				001405	NT – STRONG	OTHER	
					Fri:		
					Thurs:		
					Wed:		
					Tues:		
				-	Fri:		
					Thurs:		
				-	Tues: Wed:		
					T		
					Thurs:		
					Wed:		
				-	Tues:		
				H-	Mon:		
					Frid		
				H-	Thurs:		
				L	Wed:		
					Tues:		
				L	Fri:		
		Zyrtec	1 per day	<u> </u>	Wed:		
				L	Tues:		
					_		
					Thurs:		
				Wed:			
				L			
					Tues:		

SWIMMER

TRAVEL SICKNESS

SLEEP WALKING

FAIR SWIMMER

CAN'T SWIM

WEAK SWIMMER

		ALLERGIES THAT DO NOT R	EQUIRE MEDICATION
		270 mm 22 sunscreen	
		1 ST TIME AWAY FROM HOME	BED WETTING

OTHER ALERTS	OTHER ALERTS				
Name	Condition				
EXAMPLE	Rash from salt water and sand				

DIETARY REQUIREMENTS	DIETARY REQUIREMENTS			
Name	Requirement			
EXAMPLE	Fructose, Malabsorption – no white bread, no ice-cream, fruit juice and minimal fruit			

Medication Policy



	Date Implemented		17/5/2021		
	Document Ow	ner	Assistant Principal/First Aid Coordinator		
	Approved By		WYPS School Co	ouncil	
	Approval Auth	ority SC President	M /		
NA	МЕ	MEDICATION	Al h	DOSE 47/5/20	CONDITION
FX/	MPLE	Antihistimine		17/5/20 1 tablet	Bee stings
LXA		rincipal or Nominee	OMUL	1 tablet	Dec stings
				17/5/2021	
	Review Date		2023		
	References		DET Ana	phylaxis Policy	
			• <u>DET Hea</u>	Ith Care Needs	
			DET Ast	hma Managemer	t Policy
			 WYPS A 	sthma Policy	
			WYPS A	naphylaxis Policy	
			WYPS C	are arrangements	for ill students

(Appendix B)]

WYPS MEDICATIONS IN FIRST AID ROOM



Medication Administration Log



WOORI YALLOCK PRIMARY SCHOOL

SHORT TERM MEDICATION ADMINISTRATION FORM

Permission must be obtained from the parent/guardian prior to administration

Details of medication to be administered:						
Date:						
Student name: Grade:						
Medication: Dosage:						
Time to be administered:						
Medication will need to be administered until: Date:						
Sick Bay Teacher must complete the information on this chart:						
Date Dosage Time Administered S/B Teacher Witness Signature Signature						
Parent / Guardian : Date:						
Medication Collected by:						



WOORI YALLOCK PRIMARY SCHOOL

LONG TERM MEDICATION ADMINISTRATION FORM

Permission must be obtained from the parent/guardian prior to administration

<u>Detai</u>	<u>ls of</u>	<u>medica</u>	<u>tion to</u>	be ac	<u>lmini</u>	<u>stered</u>

Date:	 	

Sick Bay Teacher must complete the in	formation on this chart:			
Medication will need to be administered until: Date:				
Time to be administered:				
Medication:	Dosage:			
Student name:	Grade:			

Date	Dosage	Time Administered	S/B Teacher Signature	Witness Signature
Date	Dosage	Time Administered	S/B Teacher	Witness Signature
			Signature	

Parent / Guardian	:	Date:

Medication Collected by: