



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	<ul style="list-style-type: none"> • 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 any medication at any time. Exceptions to this are:
 - Reliever inhalers, for use by asthmatic students.
 - Throat lollies, 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 Ventolin™ 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.

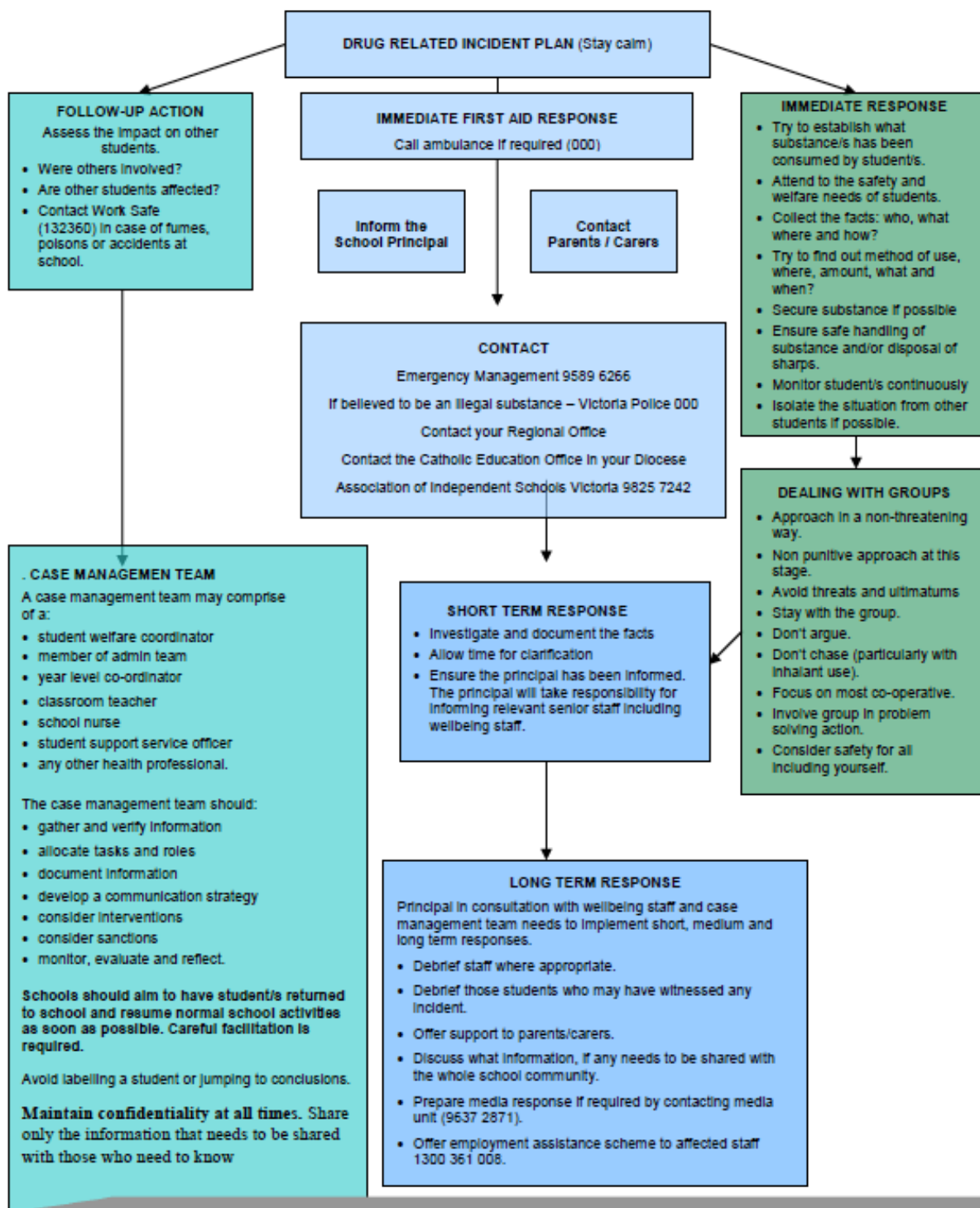
• **EPIPENS**

- 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.



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

- [Keeping in Touch](#): An intervention framework for school staff – Page 5. Developing a procedural framework – Page 7.
- [Retention and Reintegration](#): 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.

(Appendix A)

Insert letterhead

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 scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

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: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

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Medication Storage

Please indicate if there are specific storage instructions for the medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

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.

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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				
EXAMPLE	Bee Stings	Antihistamine		
ASTHMA				
ANAPHYLAXIS				
EXAMPLE	Jumping Jack bites	EpiPen		

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

		Ritalin	Lunch 12pm	Mon:
				Tues:
				Wed:
				Thurs:
				Fri:
		Risperidone	Morning 7am 0.25	Tues:
				Wed:
				Thurs:
				Fri:
		Risperidone	Evening 5pm 0.5	Mon:
				Tues:
				Wed:
				Thurs:
				Tues:
				Wed:
				Thurs:
				Fri:

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

				Tues:	
				Wed:	
		Thurs:			
				Tues:	
		Zyrtec	1 per day	Wed:	
				Thurs:	
				Fri:	
				Wed:	
				Thurs:	
				Fri:	
				Mon:	
				Tues:	
				Wed:	
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SWIMMING				OTHER	
CAN'T SWIM	WEAK SWIMMER	FAIR SWIMMER	COMPETENT – STRONG SWIMMER	TRAVEL SICKNESS	SLEEP WALKING

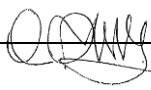
				ALLERGIES THAT DO NOT REQUIRE MEDICATION	
				EXAMPLE – sunscreen	
				1ST TIME AWAY FROM HOME	BED WETTING

OTHER ALERTS	
Name	Condition
EXAMPLE	Rash from salt water and sand

Medication Policy



Date Implemented	17/5/2021
Document Owner	Assistant Principal/First Aid Coordinator
Approved By	WYPS School Council
Approval Authority SC President	

NAME	MEDICATION	DOSE	CONDITION
EXAMPLE	Antihistimine	1 tablet	Bee stings
Approval by Principal or Nominee			17/5/2021
Review Date		2023	
References		<ul style="list-style-type: none"> • DET Anaphylaxis Policy • DET Health Care Needs • DET Asthma Management Policy • WYPS Asthma Policy • WYPS Anaphylaxis Policy • WYPS Care 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 Signature	Witness 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

Details of medication to be administered:

Date:

Parent / Guardian :..... Date:

Medication Collected by: