



CAULFIELD PRIMARY SCHOOL
MEDICATION POLICY
POLICY NO. 1.12

Rationale

To ensure Caulfield Primary School stores and administers medication correctly to students.

Policy

Written advice must be obtained for all medication to be administered by the school. The advice should be provided by the student's medical/health practitioner ensuring that the medication is warranted. However, in some circumstances the principal may decide that written advice can be provided by parents/guardians.

Note: Students with an individual Student Health Plan, Asthma Care Plan or ASCIA Anaphylaxis Management Plan do not need to provide additional written advice unless there is a temporary or permanent change in the student's medication.

The school should:

- Maintain an understanding of the general information relating to safe medication practices.
- Seek clarification of any medication requirement from parent/guardians and/or a medical practitioner as required.

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.

Teachers in charge of students at the time their medication is required must:

- Be informed that the student needs to be medicated.
- Release the student from class to obtain their medication.

The school should not:

- Store or administer analgesics such as aspirin and paracetamol 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.

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

The school should consult with parents/guardians or the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. The school should obtain written permission from the medical/health practitioner or the parents/guardians, for the student to carry their own medication. This should also be included in students' ASCIA Action Plan for Anaphylaxis, Asthma Care Plan for Schools or Student Health Plan. 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.

Also at the principal's discretion, students can carry their own medication with them, preferably in the original packaging, when:

- The medication does not have special storage requirements, such as refrigeration.
- Doing so does not create potentially unsafe access to the medication by other students.

Storing medication

Schools should 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.
 - Away from the classroom.
 - Away from the first aid kit.

Medication error

The steps below describe how the school should respond when a student has taken medicine incorrectly.

- Step 1: If required, follow first aid procedures outlined in the student's own Student Health Support Plan, Asthma Plan or Anaphylaxis Management Plan.
- Step 2: Ring the Poisons information Line, 13 11 26 and give details of the incident and student.
- Step 3: Act immediately upon their advice, such as calling an ambulance on 000, immediately if advised to do so.

Step 4: Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken.

Step 5: Review medication management procedures at the school in light of the incident.

Review Period

Caulfield Primary School will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

This policy was last updated in 2017 and is scheduled for review in 2020, and will be reviewed as part of Caulfield Primary School's review cycle.

Date of approval: 2017	Date of review: 2020
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