



1. BACKGROUND

- Schools must have a medication management policy that outlines the school's processes and protocols, is ratified by the School Council, is communicated to the school community, protects children's privacy and confidentiality to avoid any stigmatisation and ensures teachers abide by their duty of care by assisting children to take their medication where appropriate.

2. PURPOSE

- To ensure staff store and administer medication prescription and non-prescription medication correctly.
- To ensure Williamstown Primary School complies with DET policy and guidelines and the provisions of the *Working with Children Act 2005*.
- To ensure the school complies with Child Safe Standards 1 & 2.

3. DEFINITIONS

"School" means Williamstown Primary School.

4. PROCEDURES FOR IMPLEMENTATION

- The wellbeing of every child is this school's highest priority.
- The 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 child's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form can be completed by parents/carers.
Please refer to [Medication Authority Form \(Word – 52Kb\)](#) and [Medication Administration Log \(Word – 51Kb\)](#) downloadable from Eduweb.
Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in child's health plan.
- If necessary, the school will obtain clarifying information from the doctor via the parent/carer or from a hospital pharmacy, ensuring the confidentiality of the child is ensured.
- The Principal, or nominee will ensure that the correct child 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 of medicine administered will be kept. As a good practice, entries will be signed by two people.
- Notwithstanding any of the above, the school will encourage parents/carers to consider whether they can administer medication outside the school day, such as before and after school or before bed.
- All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labeled with the name of the child, dosage and time to be administered, within its expiry date, stored according to the product instructions, particularly in relation to temperature.
- The school will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- The school will ensure that 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 and away from the first aid kit.
- Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- No child will be permitted 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.
- Use of medication by anyone other than the prescribed child will not be permitted.

- Only in a life threatening emergency might this requirement be varied. For example, if a child is having an asthma attack and the child's own blue reliever puffer is not readily available, one should be obtained and given without delay.
- In very rare circumstances the Principal may give permission for the child to self-medicate but only after consultation and obtaining written authority that the child is capable of self-medicating.
- In the event of an error in medication administration, the school will ring the Poisons Information Line on 13 11 26 and give details of the incident and child, call an ambulance if appropriate, contact the parents and review the medication management procedures at the school in the light of the incident
- Please refer also to the school's Duty of Care Policy, the Anaphylaxis Management Policy and the Asthma Management Policy.
- In an emergency situation, in the first instance, staff will render first aid and make the injured person as comfortable as possible.
- Staff will immediately contact emergency medical services by calling 000 and asking for ambulance.
- In such a situation, staff will take this action without waiting for parent/carer consent (if the incident relates to a child). Delays in these circumstances could compromise safety.
- Once the action has been taken, staff will notify the parent/carer or the child's emergency contact and then the DET's Security Services Unit on (03) 9589 6266.
- Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school should ask the parent/guardian or emergency contact person to collect the child and recommend that advice is sought from a medical practitioner.
- If the child's health and safety starts to deteriorate an emergency situation should be declared.
- All staff should be familiar with the school's emergency procedures including those related to excursions.
- Please refer also to the school's First Aid Policy, the specific medical conditions policies e.g. *Diabetes Management* and the Child Safe Standards.
- Reference:
www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx

5. REVIEW AND POLICY HISTORY

This policy is due for formal review in August 2019 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change (latest DET update early September 2014).

Policy History

Version Approval Date	Summary of Changes
September 2014	New Policy
August 2016	Update – Child Safe Standards