Carlton North Primary School
Distribution of Medication Policy and Procedures

Rationale
Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. The school will ensure the student’s privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

Aim:
To provide clear guidelines and protocols for distribution of medication at CNPS.

Implementation:

1. GUIDELINES

1.1 Our school will have an administration of medication procedure which outlines the distribution of prescribed and non-prescribed medication to students at this school.

1.2 The student’s parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

1.3 Students will need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student’s medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

2. PROGRAM

All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by school personnel following the Medication Management Procedures (see Appendix A) of the school. In order to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from parent/guardian/approved person, or in the case of an emergency, with permission of a medical practitioner.

2.1 All medication administered is to be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container 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

2.2 Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the school’s first aid kit.

2.3 All medication must be given to the school office. No medication is to be stored in students’ bags.

2.4 The principal (or nominee) administering medication needs to ensure that:

- the right child;
- has the right medication;
• and the right dose;
• by the right route (for example, oral or inhaled);
• at the right time; and
• that they write down time of administration
• permission to administer medication has been received from the child’s parents/guardians/approved persons or a medical practitioner.

2.5 The Medication Administration Log will be completed by the person administering the medication.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- DEECD Medication Policy
- DEECD Anaphylaxis Policy
- DEECD Health Support Planning Policy
- Asthma Society Webpage

Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Consent for Medication Form
- Appendix C: Medication Administration Log

1. EVALUATION

This policy will be reviewed as part of the four year cycle

This policy was ratified by School Council in May 2014
APPENDIX A
Medication Management Procedures

1. Student Information

Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Where appropriate, a student who has a medical condition or illness has an individual management plan that is attached to the student’s records. This management plan is provided by the student’s parents/guardians and contains details of:

- the usual medical treatment needed by the student at school or on school activities
- the medical treatment and action needed if the student’s condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student’s doctor

2. Administration of prescribed or non-prescribed Medication

Parents/guardians are required to inform the principal in writing of any prescribed or non-prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Consent for Medication Forms are available from the Administration Office and must be completed and signed by the parent/guardian for all medication.

All medication sent to school is to be kept at the office and administered by school staff. Students will be called to the school office when required.

Class teachers will be informed that the student needs to be medicated so that they can release the student from class to obtain their medication.

The Medication Administration Log will be completed by the person administrating the taking of medicine.

Administration of Analgesics

Analgesics are only to be given following permission of parents/guardians and are to be issued by a staff member who maintains a record in the Medication Administration Log to monitor student intake. Analgesics are to be supplied by the parents.

3. Asthma

Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.
4.1 Student Asthma Information

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student’s parent/carer.

This plan is attached to the student’s records and updated annually or more frequently if the student’s asthma changes significantly. The Asthma Action Plan should be provided by the student’s doctor and is accessible to all staff. It contains information including:

- usual medical treatment (medication taken on a regular basis when the student is ‘well’ or as pre-medication prior to exercise)
- details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
- name, address and telephone number of an emergency contact
- name, address and telephone number (including an after-hours number) of the student’s doctor

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during school attendance must have their medication use (date, time and amount of dose) recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.
Appendix B Consent for Medication

Submit this form to office when you require medication to be administered to your child.

Carlton North Primary School
CONSENT FOR MEDICATION

CHILD’S NAME: ________________________________  CLASS: ________

PLEASE GIVE DETAILS OF MEDICATION, DOSAGE TIMES, ETC.

Medication: ________________________________

Dosage: ________________________________

Times: ________________________________

I consent to school staff administering the above medication to my child.

SIGNED: ________________________________  DATED: ________

MEDICATION ADMINISTERED

Date: ________________________________

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<th>Time administered</th>
<th>Administered by</th>
<th>Signature</th>
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# Medication Administration Log

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<thead>
<tr>
<th>Date (Day, month and year)</th>
<th>Time</th>
<th>Student name Year level</th>
<th>Name of Medication and dose</th>
<th>Tick When Checked (√)</th>
<th>Name of staff (Please print &amp; initial)</th>
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<td>Right Child</td>
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