



MEDICATION POLICY

BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

RATIONALE

Many students attending Blackburn Lake Primary School (BLPS) need medication to control a health condition. It is necessary that staff, as part of their duty of care, assist students to take their medication.

AIMS

This policy aims to:

- Ensure all medicines are safely administered and recorded.
- Protect student privacy and confidentiality at all times.
- Ensure teachers abide by their duty of care.
- Ensure all medication to be administered is:
 1. Accompanied by written advice, from the students medical/health practitioner, providing directions for appropriate storage and administration;
 2. In the original bottle or container clearly labelled with the name of the student, dosage and time to be administered.
 3. Within its expiry date and:
 4. Stored according to the product instructions, particularly in relation to temperature.
- Ensure that the administration of medication is in accordance with DET Policy and the requirement of each individual student.

Medications to treat asthma or anaphylaxis are exempt from this policy as these medications are managed by student health / action plans. Please refer to the BLPS policies on Asthma, Anaphylaxis and Health Support Planning forms for more information.

IMPLEMENTATION

Parental Responsibility

Parents/guardians are required to keep the school informed of any current medical condition of their child, changes to medication, and appropriate medical history.

Parents/guardians should not send children to school with illnesses that present risks to other children such as infections.

Authority to Administer

Item	Description
<p>Written Authority</p>	<p>Blackburn Lake Primary School will obtain written advice using BLPS' Medication Authority Form from parents/guardians, via the student's medical/health practitioner, for all medication to be administered by the school.</p> <ol style="list-style-type: none"> 1. All Parent requests for the school to administer medication to their child must be made in writing using the School's Medication Authority Form, available at the front office and be signed by the parent /guardian. 2. The original Medication Authority Form will be placed in the School's Medication Register by the Principal's Nominee. 3. The Principal's Nominee is responsible for administration of medication. The Principal, Assistant Principal and the Principal's Nominee will have a list of all students in the school who receive medication. The Principal's Nominee will ensure that all medication is administered as prescribed. <p><i>NOTE: Medications to treat asthma or anaphylaxis are exempt from this policy as such medications are managed by separate student's health/action plans.</i></p> <p><i>See: Related policies for:</i></p> <ul style="list-style-type: none"> • <i>Asthma</i> • <i>Anaphylaxis</i> • <i>Health Support Planning forms</i>
<p>Receipt/ Collection of Medication</p>	<p>It is the responsibility of parents/guardians to deliver and collect their child's medication from the First Aid Room. The delivery and collection must be done in consultation with the First Aid Officer or a designated member of staff. Medication will not be accepted for delivery by the school unless it is in its original packaging and within the expiry date.</p>
<p>Storage of Medication</p>	<p>Blackburn Lake Primary School will ensure:</p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1. Securely to minimise risk to others; 2. In a place only accessible by staff who are responsible for administering the medication; 3. At an appropriate temperature, including in a refrigerator where required; 4. Away from the classroom, where appropriate, and; 5. Separate from the First Aid Kit. <p><i>NOTE: All medication, including prescription medication, must be in their original containers/packaging, be clearly labelled with the child's name, required dosage and time to be administered, list any relevant storage instructions, and be accompanied by the school's Medication Authority Form.</i></p>

Administering Medication

Item	Description
Administering and Recording	<p>The Principal, or their nominee, must ensure that the correct student receives:</p> <ol style="list-style-type: none">1. Their correct medication.2. In the proper dose.3. Via the correct method, such as inhaled or orally.4. At the correct time of day. <p>The Principal, or their nominee, must also ensure:</p> <ol style="list-style-type: none">1. A log is kept of medicine administered using the BLPS Medication Administration Log.2. The record will show student name, date, time and medication administered 'as prescribed'.3. The Principal's Nominee will sign that the medication has been administered as prescribed.4. Teachers in charge of students at the time their medication is required are informed that the student needs to be medicated in the first aid room and released from the class to receive their medication. <p>When students requiring medication are participating in an excursion teachers must ensure they have the required medication and will log and sign an excerpt of the Medication Administration Log to be later transferred into the school's central log. The medication must be returned to the First Aid Room on return to school.</p> <p>Administration of medication whilst a student is on camp will be the responsibility of a nominated staff member in charge of medication. DET procedures will be followed at all times.</p> <p><i>See: BLPS Camp Policy.</i></p>
Limitations	<p>Blackburn Lake Primary School will not:</p> <ol style="list-style-type: none">1. Store or administer medicines such as: analgesics including; aspirin or paracetamol as per DET guidelines.2. Allow a student to take their first dose of a new medication at school in case of an allergic reaction.3. Allow the use of medication by anyone other than the prescribed student.

Special note	Exceptions to the above mentioned implementation guidelines will occur in the case where a student has a chronic medical condition that requires an individual Medical Management Plan. (eg Epilepsy)
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LINKS, APPENDICES & DOCUMENTS:

BLPS POLICIES

Blackburn Lake Primary School First Aid Policy
Blackburn Lake Primary School Anaphylaxis policy
Blackburn Lake Primary School Care Arrangements for Ill Students
Blackburn Lake Primary School Asthma Policy

DET POLICIES

Asthma
Anaphylaxis
Complex Medical Care Support
Duty of Care
Medical Emergencies
First Aid Needs
Health Care Needs
Health Support Planning forms
Treating Asthma Attacks

RELATED LEGISLATION

Working with Children Act 2005

DET RESOURCES

Medication Administration Log
Medication Authority Form

EVALUATION

This policy will be reviewed within three years.

RATIFIED BY SCHOOL COUNCIL: 26th July, 2016

PRINCIPAL: Loisia Steed **SCHOOL COUNCIL PRESIDENT:** Mark Eaton



Blackburn Lake Primary School Medication Authority Form

(for a student who required medication whilst at school)

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. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>. Please only complete those sections in this form which are relevant to the student's health support needs.

Students Name: _____

Date of Birth: _____ Age on receipt of medication: _____ yrs _____ mths

MediAlert Number (if relevant): _____ Review date for this form: _____

Is the student covered by a current Ambulance Victoria Subscription? _____

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

Medication Storage

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

Medication Administration



Blackburn Lake Primary School Medication Administration Log

This log must be completed by the Principal / Nominee administering the taking of medication

Date	Time	Name of Student	Class	Age – yrs & mths	Name of Medication	Dosage	Comments	Administered by	Verified By

Record for cross-checking: It is essential that medication is administered using a system of two staff members checking the information noted on this log. This is an appropriate added safety measure and seen as good practice. One person is to be the Principal or Principal's nominee. The second person to be and ESO, or (Office) staff representative.

Medication Administration for Principal / Nominee:

- When administering medications, the Principal's Nominee must ask the student their name, their age and their class.
- If the drug has been administered previously, the time and the date of the last does must be carefully checked, as well as all aspects of the medication instructions.
- The drug must be administered by the Principal's Nominee as per the dosage instructions on the Medication Authority Form and the label on the medication/s.
- The Principal's Nominee must complete and sign the Blackburn Lake Primary School Medication Administration Log.
- The Principal's Nominee must see the student take the drug before the student leaves the First Aid Room.
- The Principal's Nominee must monitor the efficiency of the medication that was given.