



Administration of Medication and Care Arrangements for Ill Students / Students with Medical Conditions POLICY

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 fulfils 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.
- The designated First Aid Officer will be the staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: head-ache tablets) **will not** be administered by school staff.
- All parent requests for the First aid Officer to administer prescribed medications to their child must be in writing **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). If no note is supplied office staff will contact the parent regarding administration of the medication. If parents are unable to be contacted or do not authorise administration the child will not be given medication.
- 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.
- 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 a locked cupboard in the first aid office or refrigerator, whichever is most appropriate.
- Refer to Asthma Policy regarding medication.
- 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 Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official 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' in a manner consistent with the above procedures, with all details recorded for the official medications register. Camp or excursion medications records will be returned to the official medications register on return to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

Care Arrangements for Ill Students

All staff at Kororoit Creek Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Kororoit Creek Primary School will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#).

Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide –

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

If a student feels unwell they will be sent to the First Aid room where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- Treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
- Immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Contact parents/carers to request that they take their children home where necessary.
- Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Self-Administration

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

Note: The principal has discretion to permit students to 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

Medical Conditions

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan which will be provided to the student's teachers and those working with the student and need to be aware of their health support needs.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council 26 May 2016.