

Skye Primary School  
395 Ballarto Road,  
Skye 3977 VIC  
Ph: 03 9786 1555

# ADMINISTRATION OF MEDICATIONS



## POLICY 2021



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Skye Primary School administration either via telephone: 03 9786 1555 or email. [skye.ps@education.vic.gov.au](mailto:skye.ps@education.vic.gov.au)

**PURPOSE**

To explain to parents/carers, students and staff the processes Skye Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

**SCOPE**

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school’s Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school’s Asthma Policy
- specialised procedures which may be required for complex medical care needs

**POLICY**

Skye Primary School understands that students may need to take medication at school or during school activities. To support students to do so safely, Skye Primary School will follow the procedures set out in this policy.

Actions	Responsibility
<p><b>Before school administration</b></p> <ul style="list-style-type: none"> <li>• parents/guardians/carers should consider and discuss with their medical practitioner and pharmacist whether medication could be administered outside the school day.</li> <li>• children should not take their first dose of a new medication at school in case of an allergic reaction. This must occur under supervision of the parent/guardian/carer or health practitioner and is not the responsibility of Skye Primary School staff to monitor for adverse drug reactions.</li> </ul>	<p>Parents/guardian/carers</p>

<p><b>Supplying medication for administration by school staff</b></p> <p>Requests for the administration of prescribed medications for a student including over the counter medications and therapeutic 'health' medicines must be in writing on a Medication Request and Authority form</p> <p>All medication supplied must be:</p> <ul style="list-style-type: none"> <li>• accompanied by written advice providing directions for appropriate storage and administration including: <ul style="list-style-type: none"> <li>▪ the name of the medication required</li> <li>▪ the dosage amounts</li> <li>▪ the time the medication is to be taken</li> <li>▪ how the medication is to be taken</li> <li>▪ the dates the medication is required, or whether it is an ongoing medication</li> <li>▪ how the medication should be stored</li> </ul> </li> <li>• in the original bottle, container, blister strip or webster pack/dose administration aid (DAA) clearly labelled with the name of the student, dosage and route, time to be administered and within date</li> <li>• the school will not administer or supply analgesics unless directed and permission is obtained from the student's parent/guardian/carer</li> <li>• analgesics are not to be administered as a first aid response as they can mask symptoms of the child's condition (e.g. concussion)</li> </ul> <p><b>NOTE:</b> Medication used to treat asthma and anaphylaxis do not need to be accompanied by a medication request and authority form as it is covered in the student's health and action plan.</p>	<p>Parents/guardian/carers  First aid officer  School nurse  Administration staff  Education support staff  Teaching staff  Principal and leadership team</p>
<p><b>Actions</b></p>	<p><b>Responsibility</b></p>
<p><b>Storing and administering prescribed and over the counter (OTC) medication</b></p> <ul style="list-style-type: none"> <li>• medication will be stored according to the product instructions, particularly in relation to temperature in the sick bay medication cupboard or refrigerator</li> <li>• teaching and support staff will be informed by the school nurse of prescribed medications for students in their charge and they will release students at prescribed times so that they may visit the sick bay or see the school nurse during medication rounds</li> <li>• a record of all medication administered will be kept in a medication register, filed in the school's confidential records along with all medication request and authority forms</li> </ul>	<p>Parents/guardian/carers  First aid officer  School nurse  Administration staff  Education support staff  Teaching staff  Principal and leadership team</p>

**Storage and drug schedules**

- schedule 2, 3, 4 & 8 medications will be stored as per instructions from the medical practitioner or pharmacist in secure locked storage away from first aid kits, only accessible by staff who are responsible for administering medications with the exception of salbutamol (Ventolin/Asmol), EPI-PENS - ANAPENS and antihistamine used to treat Asthma and Anaphylaxis
- insulin – to be stored in the sick bay refrigerator
- medications are not stored in the classroom or students school bags – unless prior permission is obtained from the principal

**Scheduled drugs**

Scheduling is a national classification system that controls how medicines and poisons are made available to the public. Medicines and poisons are classified into schedules according to the level of regulatory control over the availability of the medicine or poison, required to protect the public health and safety.

- **Schedule 1. (not currently in use)**
- **Schedule 2: Pharmacy medicine** – over the counter (OTC) *examples: cough mixture, paracetamol, ibuprofen and antihistamines*
- **Schedule 3: Pharmacist only medicine** *examples: Pseudoephedrine, salbutamol/Ventolin/asmol*
- **Schedule 4: Prescription only medicine** *examples: Amoxycillin, co-codamol/paracetamol and codeine 16-30mg, ephedrine and Clonidine/catapres*
- **Schedule 5: Caution** – *are substances that must have appropriate packaging and simple warning labels*
- **Schedule 6: Poison** *must use distinctive packaging and strong warnings to display the potential for toxicity, that if ingested, inhaled or in contact with eyes and skin can cause death or serious injury*
- **Schedule 7: Dangerous Drug** – *Poison substances with a high potential of causing harm at low exposure*
- **Schedule 8: Controlled Drug** *have a high potential for abuse and addiction, the possession of these medications without authority is an offence. Examples, dexamphetamine, codeine, fentanyl, morphine, oxycodone, methylphenidate (Ritalin)*
- **Schedule 9: Prohibited substance**
- **Schedule 10: Substances of such danger to health as to warrant a prohibition of sale, supply and use**
- **Schedule 11: Drugs referred to as drugs of dependence and unscheduled substances**

**Administering medications to students:**

Parents/guardian/carers

<p>The school nurse or nominated staff member must follow and perform the 6 rights of medication administration:</p> <ol style="list-style-type: none"> <li>1. right student</li> <li>2. right drug</li> <li>3. right dose</li> <li>4. right time</li> <li>5. right route</li> <li>6. right documentation and authority to administer</li> </ol> <ul style="list-style-type: none"> <li>• a log of medication administered is to be kept</li> <li>• infection control, hand hygiene and workplace health and safety policies must be followed</li> <li>• always remain with the student until such time the medication has been administered</li> <li>• for student absence – student is marked on the medication timetable as absent</li> <li>• student refusal to take medication – allow student time to process, ask for teacher assistance, if still refusing leave for 5 minutes return and try again, if not successful, note on medication timetable refused and contact students parent/guardian/carer to notify</li> </ul> <p><b>Salbutamol, EPI-PENS/ANAPENS and antihistamines</b> All staff are trained in the use of adrenalin auto-injectors and salbutamol (asthma puffer) and medications are readily available for use in an emergency situation, in conjunction with ministerial order 706 Skye Primary School has 2 generic EPI-PENS available refer to Anaphylaxis Management Policy</p> <p><b>Assisting with the administration of insulin</b> <b>NOTE: only trained staff are to assist with administering insulin</b></p> <ul style="list-style-type: none"> <li>• follow individual diabetes management/action plan</li> <li>• insulin to be stored in the refrigerator unless directed otherwise by pharmacist</li> <li>• all needles are to be disposed of in sharps containers stored in sickbay</li> <li>• insulin may be administered using an insulin pen, needle and syringe or insulin pump refer to Diabetes Management Policy</li> </ul> <p><b>Disposal of expired, unwanted or unusable medications</b></p> <ul style="list-style-type: none"> <li>• all medication that has expired, unusable or unwanted is to be returned to the parent/guardian/carer for disposal</li> <li>• if the student has left the school the school nurse will attempt to contact the parent/guardian/carer to collect the medication if not possible then they will return the medications to the nearest pharmacy for disposal</li> </ul>	<p>First aid officer School nurse Administration staff Education support staff Teaching staff Principal and leadership team</p>
<p><b>Medication error</b></p>	<p>Parents/guardian/carers</p>

<p>If a medication error occurs:</p> <ul style="list-style-type: none"> <li>• follow first aid procedures</li> <li>• poisons information line will be called 13 11 26 and act immediately on their advice</li> <li>• student's emergency contact will be called</li> <li>• a review of medication management procedures in light of any incident</li> </ul>	<p>First aid officer  School nurse  Administration staff  Education support staff  Teaching staff  Principal and leadership team</p>
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### ***Self-administration***

In some cases, it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways

- included in staff induction processes
- available publicly on our school's website
- included in transition and enrolment packs
- included as annual reference in school newsletter
- discussed at staff briefings/meetings as required
- discussed at parent information nights/sessions
- made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

Our school policies and documents:

- First aid Policy
- Diabetes Policy
- Anaphylaxis Policy
- Duty of Care Policy
- Health Care Needs Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	25 <sup>th</sup> November 2021
Approved by	Jane Briffa - Principal
Next scheduled review date	25 <sup>th</sup> November 2024