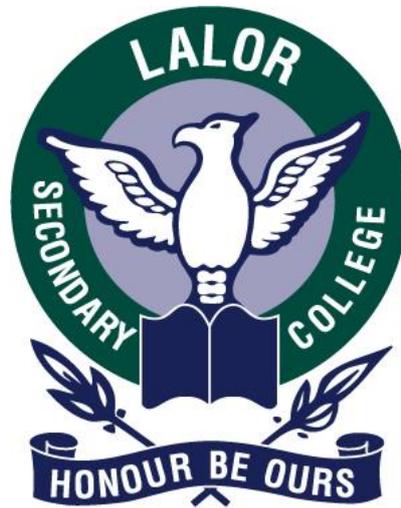


Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au



LALOR SECONDARY COLLEGE
Medication Management Policy
YEARS 7 TO 12
2016 - 2018

AIM

To ensure Lalor Secondary College store and administers medication correctly.

Date ratified by School Council: 22nd March 2016
Review date: March 2018

RATIONALE

Lalor Secondary College will have a Medication Management Policy that ensures the safety of both staff and students when dealing with the storage and administering of all medications. The policy will endeavour to do the following:

- to outline the school's processes and protocols
- protect student privacy and confidentiality to avoid any stigmatization
- ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- ensure all medication to be administered is:
 1. accompanied by written advice providing directions for appropriate storage and administration
 2. in the original bottle or container clearly labeled with the name of the student, dosage and time to be administered
 3. within its expiry date
 4. stored according to the product instructions, particularly in relation to temperature
- encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

Authority to Administer

Lalor Secondary College 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 student'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/guardians or adult/independent students (see: Appendix A).

Administering Medication

Medication will only be administered by the Principal or relevant Assistant Principal, or nominee for the students requiring medication. Students who are on a camp or excursion will have arrangements made by the Assistant Principal in conjunction with the teacher in charge of the activity. In all cases the following must be followed:

The Principal, or their nominee must ensure:

- that the correct student 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 is kept of medicine administered and kept by the staff member administering the medication.

- teachers in charge of students at the time their medication is required:
 - are informed that the student needs to be medicated.
 - release the student from class to obtain their medication.

A medication log (see: Appendix B) will be used by the person administering the taking of medicine. Two staff members are required to witness the administration of medication checking the information noted on the medication log.

Lalor Secondary College will not:

- store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
- allow a student 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.
- allow use of medication by anyone other than the prescribed student.

Note: Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

Self Administration

Lalor Secondary College will consult with parents/guardians or adult/independent students and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication.

The school will obtain written permission from the medical/health practitioner or the parents/guardians, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's School Asthma Action Plan.

Ideally, the self administered medication should be stored by the school. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.

Also at the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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

Storing Medication

Lalor Secondary College will ensure:

- 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:
 1. securely to minimise risk to others.
 2. in a place only accessible by staff who are responsible for administering the medication.
 3. away from the classroom
 4. away from the first aid kit

The storage place at Lalor Secondary College that meets all of these requirements will be the general office storage room. In the case of medications that are required to be refrigerated for storage the Principal or Assistant Principal in charge of that student will make the necessary arrangements and is responsible for informing other staff who have access to the relevant area of the medications location.

Medication Error

When a student has taken any medication incorrectly the following steps will be followed:

- 1 Ring the **Poisons information Line, 13 11 26** and give details of the incident and student.
- 2 Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
- 3 Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
- 4 Review medication management procedures at the school in light of the incident.

Anaphylaxis Management

Staff will manage students with anaphylaxis according to the individual student's management plan including the administration of the epi-pen. For more information on the management of Anaphylaxis please refer to the Lalor Secondary College Anaphylaxis Policy.

Asthma Management

Staff will manage students with asthma according to the individual student's management plan including the administration of any medication including a ventolin inhaler.

Parents are responsible for developing the above plans and informing the school of any requirements. The school will endeavour to work with parents and obtain such plans through information completed on enrolment forms and through regular communication of such responsibilities through the school newsletter and website.

Related Documents.

Working with Children Act 2005
Lalor Secondary College Anaphylaxis Policy
Ministerial Order No.706

Appendix A

Medication Authority Form

for a student who requires 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. For those students with anaphylaxis, an *ASCIA Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

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

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

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: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

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

.....

.....

.....

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<u>Authorisation:</u>
Name of Medical/health practitioner:
Professional Role:
Signature: Date:
Contact details:
Name of Parent/Carer or adult/independent student**:
Signature: Date:

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).

Medication Administration Log

This log has been developed as a suggestion only, to assist the Principal/or nominee when administering the taking of medication. This log, or equivalent official medications register), should be completed by the person administering the taking of medication.

Name of student: _____ Year level: _____

<i>Date</i> (Day, month and year)	Time	<i>Name of Medication</i>	<i>Tick When Checked (✓)</i>				<i>Comments</i>	<i>Name of staff</i> (Please print & initial)
			Right Child	Right Medication	Right Dose	<i>Right Route</i> (oral/inhaled)		

Record for cross-checking: It is recognised that in many specialist school settings 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.

Name of Medication:	Prescribed Dose: