



Mirboo North Secondary College

Medication Policy

Rationale

Prescription medication, whilst playing an important role in supporting students to deal with health conditions can be highly dangerous. Policy and procedures to safely manage all student medications are required to ensure the safety and wellbeing of staff and students at Mirboo North SC.

Purpose

To ensure Mirboo North Secondary College store and administers medication correctly.

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

All students requiring medication during any school activity will provide a completed 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. If this advice cannot be provided the Principal may



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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 Principal's nominee. In all cases the following must be followed:

When the student requests their medication, 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.

Mirboo North 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.



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Mirboo North 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 Mirboo North 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.

Camps and Excursions

For all camps and excursions, the Principal shall appoint a medical officer, normally this will be the teacher in charge of the activity. The medical officer will be responsible for ensuring that the Mirboo North Secondary College medication policy is implemented appropriately. All medications required by any student will be given to the Medical Officer along with all appropriate documentation and instructions.

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.



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Anaphylaxis Management

Staff will manage students with anaphylaxis according to the **individual student's management plan** including the administration of the adrenalin auto injector. All staff will be trained in the use of these devices annually.

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.

Other serious Medical Conditions

Students with serious medical conditions that may require access to their medication in a very short time frame should work with their doctor to develop an individual management plan. In consultation with the principal a strategy will be developed to manage the medication whilst at school or on excursions and other school activities.

Related Documents.

- Working with Children Act 2005
- Authority to administer Form
- Medications Administration Log

Date ratified by School Council: Monday 18th of September 2017

Review date: September 2019