



Plenty Parklands
Primary

MEDICATION POLICY

PURPOSE

To explain to parents/carers, students and staff the processes Plenty Parklands 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

If a student requires medication, Plenty Parklands Primary School encourages parents to arrange for the medication to be taken outside school hours. However, Plenty Parklands Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Plenty Parklands Primary School will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.

This applies to both prescription and over the counter medications.

- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- **A Medication Authority Form must be completed for long term or ongoing medications.**
- If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by, a student's parents/carers. **This is for short term use of the medications only.**
- The principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the First Aid Officer/school office for a Medication Authority Form or get a copy from Compass or the school website.

The student/parent is to bring the medication and medical practitioner's instructions to the First Aid room at the start of the day so that full details can be entered in the Medication Folder, the medical practitioner's instructions filed and the medication stored in the locked cupboard or fridge as required.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Medications brought to school should be kept in their original container/bottle

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A Medication Administration log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, releases the student from class to obtain their medication.

Parents can come to the school and administer medication at 1pm if they would prefer to do it themselves. However, if the school access for parents is restricted, then the first aid officer will administer the medication.

Self-administration

Students are not to bring medication to school, keep it in their bags and self administer because all medication and drugs are to be stored in the lockable cupboard to eliminate access by other students. Students are, however, able to carry their own asthma puffers.

Storing medication

The principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, medication will be stored in the locked cupboard or refrigerator (if required) in the First Aid room.

Warning

Plenty Parklands Primary School will not:

- in accordance with Department of Education policy, 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 student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	<i>If applicable, follow first aid procedures outlined in the student's Management Support Plan or other medical management plan.</i>
2.	<i>Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.</i>
3.	<i>Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.</i>
4.	<i>Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.</i>
5.	<i>Review medication management procedures at the school in light of the incident.</i>

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

Camps and Excursions

Excursions, sports carnivals, swimming etc.→ parents are to provide one day's supply of medication in the original sealed container with child's name, name of medication, dosage and timing to the classroom teacher to take on the excursion or sports event. A letter from the medical practitioner is required if the school doesn't already have one. Camps→ there are very comprehensive forms and requirements specific to camps.

A general First Aid Kit which includes an asthma puffer and diabetes treatment, is taken on excursions.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Reminders in our school newsletter
- Hard copy available from the school office upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

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

The following school policies and documents are also relevant to this First Aid Policy:

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy
- Medication Authority Form
- Medication Administration Log

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	PPPS Staff First Aid Officer Leadership School Council
Approved	Principal and endorsed by School Council in May 2023
Next scheduled review date	March 2026