

## INTRODUCTION

It is a primary purpose of Bairnsdale Secondary College to treat all people with dignity and respect and provide an educational environment that is safe, supportive and inclusive.

## AIM

Many students at Bairnsdale Secondary College require regular medication to control a health condition. It may be necessary for staff at the College to assist students to take their medication. This policy explains to parents/carers, students and staff the processes the College 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 including students with Individual Management or Action Plans provided by a medical practitioner.

## POLICY

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

## IMPLEMENTATION

### 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.
- 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 (for a template form see 'Resources' on Administration of Medication Template Policy webpage)
- 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 on the Medication Authority Form by a student's parents/carers

- 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 relevant learning hub for a Medication Authority Form.

### 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.

Parents/carers need to ensure that the medication a student has at the College is within its expiry date. If College staff become aware that the medication a student has at the College 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 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, release the student from class to obtain their medication.

### 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.

### 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, Bairnsdale Secondary College will store student medication at the College Administration Building. The Principal may decide, in consultation with parents/carers and/or on the advice of a student’s treating medical/health practitioner:

- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration

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- doing so does not create potentially unsafe access to the medication by other students.

## Warning

Bairnsdale Secondary Collge will not:

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

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

## EMERGENCY TELEPHONE NUMBERS

- |  |              |
|--|--------------|
| • Ambulance                                | 000          |
| • Poisons Information Service              | 13 11 26     |
| • Nurse on Call                            | 1300 606 024 |
| • DET Emergency & Security Management Unit | 9589 6266    |

## RELATED DOCUMENTS /KEY REFERENCES

Bairnsdale Secondary College:

- First Aid Policy
- Asthma Policy
- Anaphylaxis Management Policy

Department of Education and Training:

- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

## APPENDICES

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**Appendix 1:**

 <p><b>Bairnsdale</b> SECONDARY COLLEGE</p>	<h2 style="margin: 0;">Medication Authority Form</h2> <p style="margin: 0;">For a student who requires medication to be administered while at school</p>
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This form should be completed 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.

**Please only complete those sections in this form which are relevant to the student’s health support needs. If additional advice is required please attach it to this form.**

**Name of School:** Bairnsdale Secondary College \_\_\_\_\_

**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 to be administered at school:**

Name of Medication	Dosage (amount)	Time/s to be taken	How? (oral / inhale / topical / injection)	Dates to be administered	Supervision required
				Start: / / End: / /  OR  <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> <b>No</b> (student self-managing) <input type="checkbox"/> <b>Yes:</b> <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / /  OR  <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> <b>No</b> (student self-managing) <input type="checkbox"/> <b>Yes:</b> <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

**Medication Storage**

Please indicate if there are specific storage instructions for any medications listed above:

## 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

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

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

### Authorisation to administer in accordance with this form:

**Name of medical / health practitioner:**

**Professional Role:**

**Signature:**

**Date:**

**Contact details:**

**Name of Parent/Carer or adult/Mature minor\*:**

**Signature:**

**Date:**

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

\*Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age.

## Appendix 2: BAIRNSDALE SECONDARY COLLEGE MEDICATIONS ADMINISTRATION RECORD

Name of student: \_\_\_\_\_  
Family name (please print clearly) First name

Year level: \_\_\_\_\_

Date	Time	Name of Medication	Tick When Checked (v)				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

Record for checking 7 rights of administering medication:

Name of Medication:	Prescribed Dose: