

MEDICATION

Procedures



Howard Springs School uses the DECS Policy and procedures as their guide for administering medications.

The procedures below follow and exceed the requirements in the above mentioned documents.

1. INTRODUCTION

This document is designed to support the management of a student's chronic (constantly recurring) or severe (critical or dangerous) medical condition in a school context and the administration of prescribed drugs for short term illness.

Despite careful adherence to these guidelines, emergency situations involving students with medical conditions and/or the administration of medication by staff in a school context may still eventuate. It is important that staff are aware that in adhering to the policy and guidelines they are assisting the department to exercise its duty of care to students. In doing so, and providing they act in good faith and to the best of their ability, they will not incur personal legal liability in the event of a student injury arising out of the administration of medication and/or assisting with a medical emergency in a school context. Staff are protected by the legal principle of vicarious liability in relation to any personal injury proceedings. This means that unless the staff member has deliberately injured the student, or behaved with disregard for the student's safety, the Department will be liable for any injury caused by the negligence of the staff member.

1. INTRODUCTION

Rationale:

The school will only administer prescribed medication.

- Schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that complies with the Department of Education Policy and guidelines. Further to this our school has additional requirements as listed within this document including a photo of the child being on the container holding the medication in the locked refrigerator.
- **Only the rostered officer with their First Aid Certificate may administer medication.**
- **A student should not take his or her first dose of a new medication at school, preschool or in a childcare setting. Instead the student should be supervised by the family or health professional in case of an allergic reaction.**
- ALL medication is to be stored in a labelled container in the first aid room refrigerator.
- Procedures will cover the 2 areas of medication:
 1. Prescribed Medication for the treatment of short term illnesses with antibiotics or commonly used drugs for pain relief such as paracetamol.
 2. Where a child has a diagnosed medical condition that requires regular or periodic medication managed and/or administered whilst in the care of the school.

Procedures:

1. SHORT TERM ILLNESS:

Parents are responsible for the safe transportation of medication to the school front office. Students should not be carrying medication to school.

All requests to administer prescribed medications must be in writing on the MEDICATION REQUEST BY PARENT/CARER FOR A STUDENT WITH NOTIFIED MEDICAL CONDITION form () provided by the school **and must be** supported by specific written instructions from

the medical practitioner or pharmacist including the name of the student, dosage and time to be administered.

If the antibiotics are 3 times a day there is no need for the school to administer unless the doctor has written a specific time: the school will administer one anti-biotic if it is 4 times a day.

Original medications bottle or container must be provided. This might require parents to organise a second labelled container from the pharmacy for safe storage at home

Medication will be stored in a labelled container in the First Aid Room refrigerator.

The teacher is to be informed.

The First Aid Officer on duty will administer the medication and record on Medication Administration File

2. LONG TERM DIAGNOSED CONDITION: (including asthma)

Parents are responsible for:

- notifying the school that a student has a diagnosed medical condition requiring medication/treatment in a school context
- providing medical documentation detailing medication regimes and dosage
- providing the medication and equipment for administration as necessary to enable the school to adequately administer medication as detailed in the Health Care Plan
- providing input to the Health Care Plan
- updating the school in the event of changed circumstances
- encouraging their child to wear a medic-alert bracelet at all times when at school, or on school excursion.
- The safe transportation of medication to the front office. Students should not be carrying medication to school.

The following 3 forms must be provided and then filed in the following 3 places:

Medication Administration File
Student File
SAMS

1. All requests to administer prescribed medications must be in writing on the MEDICATION REQUEST BY PARENT/CARER FOR A STUDENT WITH NOTIFIED MEDICAL CONDITION form (L:\Policies\WHS\Administering Medications) provided by the school **and must be** supported by specific written instructions from the medical practitioner or pharmacists including the name of the student, dosage and time to be administered.

2. A 'Medication Instructions from Prescribing Doctor' form must be provided.
(L:\Policies\WHS\Administering Medications)

3. A DOE Health Care Plan (L:\Policies\WHS\Administering Medications) to be completed by AP, parent and First Aid Officer.

The diagnosis and Health Care Plan must be stored on SAMS and in the student file.

The Plan should be reviewed whenever the medical condition, or medical advice in relation to the condition, changes, if there is an incident involving this medical condition, and in any case not later than at the beginning of each school semester (six monthly).

The teacher must be informed of the Health Care Plan and their requirements to send the child for medication.

Original medications bottle or container must be provided.

This might require parents to organise a second labelled container from the pharmacy for safe storage at home.

These containers will be placed in a labelled plastic container with a photo of the child, the quantity of tablets confirmed and documented, and must be stored in either the fridge or first aid cabinet.

All completed medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the school sick room.

The teacher will be notified.

The teacher in charge of the excursion or activity after completing the risk assessment is required to take a copy of the Health Care Plan to follow if medical intervention is required. The teacher in charge or accompanying adult should be trained to handle medical conditions of all students listed on the excursion register, or be accompanied by a trained First Aid Officer.

Parents of students with a medical condition may also be invited to provide additional support if considered necessary, but this does not excuse the school or teachers from their professional responsibilities regarding a child or children with a medical condition in their care. Departmental staff have a non-delegable duty of care so even if a child's parent is on the excursion it is the department that is legally liable.

Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.

Medication error

If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- ring the **POISONS INFORMATION LINE 13 11 26**
- give details of the incident and student
- act immediately upon their advice (for example, if you are advised to call an ambulance)
- notify the student's emergency contact person
- notify the Director of School Performance
- document your actions
- review administration of student medication at the worksite in light of the incident.

School staff should advise their Principal and complete a Student Injury Record form available online at

<http://www.det.nt.gov.au/about-us/policies/documents/schools/recording-and-reporting-student-injuries>

Checklists

Short term Illness requiring prescribed medication:

Medication Request Form filled in and filed	
Original box/bottle with child's dosage and details supplied	
Parent informed they need to bring in the medication	
Medication stored in labelled plastic container	
Administered and recorded in Medication Administration File by Rostered First Aid Officer	
Teacher Informed	

LONG TERM DIAGNOSED CONDITION:

Medication Request Form filled in and filed in: Medication Administration File Student File SAMS	
Medication Instruction from Prescribed Doctor Form supplied and filed in: Medication Administration File Student File SAMS	
Health Care Plan completed and filed in: Medication Administration File Student File SAMS	
<i>Reviewed as per procedures at least each semester</i>	
Original box/bottle with child's dosage and details supplied	
Parent informed they need to bring in the medication	
Medication stored in labelled plastic container with photo of child	
Administered and recorded in Medication Administration File by Rostered First Aid Officer	
Teacher Informed	