

# Moonee Ponds West Primary School



## Medication Policy

### PURPOSE

To ensure that medication at school is stored and administered correctly. This policy relates to all medications, including prescription and non-prescription medication.

This policy aims to ensure that medications to be administered to students are accompanied by appropriate written authorisation, and that labelling is clear and storage of medications is appropriate. Protecting student privacy and confidentiality to avoid any stigmatisation is also important.

### Guidelines:

#### 1. Authority to Administer:

- Moonee Ponds West Primary will obtain written advice on a Medical Authority Form for all medication to be administered at school. This form should be completed by the student's doctor to ensure that the medication is warranted. If this isn't possible then it may be alternatively completed by the student's parent or guardian.
- Medication to treat asthma or anaphylaxis/allergy does not need to be accompanied by the Medical Authority Form as it is covered in the individual student health Action Plan.
- All medication to be administered to students at school must be submitted to the Administration Office and logged.

#### 2. Administering Medication:

- The First Aid officer administering the medication to the student must ensure:
  - that the correct student receives their correct medication, in the correct dose, via the correct method (e.g. inhaled or orally), at the correct time of day
  - a log is kept of all medication administered
  - that the classroom teacher is informed that the student requires medication and that they should be released from class at the time they are required to take their medication.
- Two First Aid Officers should supervise the administration of medication and check the information is recorded on the Administration Log.
- Moonee Ponds West Primary should not administer analgesics such as paracetamol or ibuprofen as a standard First Aid Strategy as they can mask signs and symptoms of serious illness or injury.
- Students will not be allowed to take their first dose of a new medication at school in case of an allergic reaction.
- Moonee Ponds West Primary will not allow use of medication by anyone other than the prescribed student (except in a life threatening emergency, for example, if a student having an asthma attack does not have their own reliever medication available, another should be obtained and administered without delay).

### 3. Storing Medication:

- Medication should be 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 securely, in a locked cupboard, accessible only to those staff who are responsible for administering the medication.

### 4. Medication error

1. If a student has taken medication incorrectly, information should be sought via the **Poisons Information Line on 13 11 26**. The advice given should be acted on immediately, including calling an ambulance (**on 000**) if required.
2. The Parents/Carers or Emergency contact of the student should be notified of the medication error and the action taken.
3. An Incident Report should be completed.
4. Review of our medication management procedures to take place.

### 5.Camps and Excursions

- All guidelines contained within this policy will be complied with during tours,camps and excursions.

#### Reference:

- DET School Policy and Advisory guide: Medication-  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

#### Resources:

- Medication Administration log:  
<http://www.education.vic.gov.au/Documents/school/principals/spag/health/medicationadminlog.doc>

Medication Authority Form:

<http://www.education.vic.gov.au/Documents/school/principals/health/medicationauthorityform.doc>

#### Evaluation

Endorsed by School Council August 28<sup>th</sup> 2017

This policy is reviewed annually.