



## **MEDICATION POLICY**

### **Brunswick South Primary School**

<b>Policy Implementation Date</b> April 2021	<b>Review Date</b> April 2022	<b>Responsible for Review</b> Policy Subcommittee
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### **Rationale**

This policy is to state the requirements, recording and administering of all medications at Brunswick South Primary School, and ensure all procedure aligns with the Victorian state government's [School Policy and Advisory Guide on Medication](#).

### **Compliance requirements**

Department of education requirements

### **Policy points**

At Brunswick South Primary School the following steps and responsibilities are in place to ensure correct administering of medication to students in our care.

<b>Actions</b>	<b>Responsibility</b>
<b>Before school administration</b> Parents and guardians should consider whether medication can be administered outside the school day, such as before and after school and before bed. Children should not take their first dose of a new medication at school in case of an allergic reaction. This should be done under parent/guardian supervision or health practitioner.	Parents/guardians
<b>Supplying medication for administering by School staff</b> Requests for the administration of prescribed medications to their child must be in writing on a Medication Authority Form. All medication supplied must be: <ul style="list-style-type: none"><li>• accompanied by written advice providing directions for appropriate storage and administration</li><li>• in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered</li><li>• within its expiry date</li></ul> Note: The school will not administer or supply analgesics (pain relievers) unless directed by the parent/guardian on an agreed medical plan.	Parents/guardians
<b>Storing and administering prescribed medication</b> Medication will be stored according to the product instructions,	Principal/delegate Teachers and support

<p>particularly in relation to temperature (in the sick bay medication box or refrigerator). Storage will be away from the first aid kit and classrooms and will only be accessible by staff responsible for administering medication.</p> <p>Teaching and support staff will be informed by the principal or nominee of prescribed medications for students in their charge and will release students at prescribed times so that they may visit the school office and receive their medications from the Principal or designated officer.</p> <p>A record of all medication administered will be kept in a medication register kept in the school's confidential records, along with all medication request forms.</p>	staff
<p><b>In the case of medication administering error</b></p> <p>In an instance a student has taken the medication incorrectly, the school will follow one or more of the relevant actions:</p> <ol style="list-style-type: none"> <li>a) Follow first aid procedures outlined in the individual Student Health Support Plan, or, Anaphylaxis Management Plan (if in place).</li> <li>b) Ring the Poisons information Line, 13 11 26 and give details of the incident and student.</li> <li>c) Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.</li> <li>d) Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.</li> <li>e) Review medication management procedures at the school in light of the incident.</li> </ol>	Principal/delegate
<p><b>Self-administering</b></p> <p>As per the School's asthma and anaphylaxis policies, students may carry their own asthma inhaler and adrenaline autoinjector to self-administer. Please refer to the asthma and anaphylaxis policies for more information. For diabetes, it may also be necessary to keep treatments, such as insulin, in close proximity to the student for self-administering. All other medications must be stored in the sick bay and administered with supervision.</p> <p>The Principal has the authority to decide whether the student may carry their own medication to self-administer.</p>	Students / Parents/guardians/ Principal
<p><b>Excursions</b></p> <p>Students involved in excursions will be discreetly administered prescribed medications by the teacher in charge in a manner consistent with the above steps. Details will be recorded on pages from the official medication register and returned to the register after the excursion.</p>	Offsite teacher in charge

## Communication

This policy was circulated to the school community for comment and appears in the School's central policy suite of the Schools website. Any future changes will be communicated to the School community for comment and ratified by the School Council.

## Training

Staff undergo anaphylaxis and asthma training twice a year. A diabetic specialist is engaged to talk to all

staff and students as required.

### **Related School Policies**

- Anaphylaxis policy
- Asthma policy
- First aid policy

### **Breaches**

N/A