



EDUCATING the WHOLE CHILD

MEDICINE DISTRIBUTION POLICY AND PROCEDURE

This policy is designed to provide guidelines for the distribution of medication. This policy is applicable to all forms of medication that have to be administered.

The school is obliged to comply with reasonable requests for assistance in the administration of medication. This results from the duty of care that exists in all schools and education facilities.

Records of medication administered by staff to students and agreements to this administration of medication must be stored at the school. These confidential records shall only be accessed by authorised persons at the school i.e. Administration staff and class teacher.

All staff must respect the confidential nature of information made available to them regarding the medical condition of any students.

Introduction

Documentation of all administration of medication agreements (e.g. listing times, doses, dates of medications) is required. The preservation of these records is required for legal and medical reasons.

Statement Of Purpose

- to provide guidelines for the distribution of medicine;
- to ensure both the safety of the child and to protect the school staff who do not have medical training; and
- to inform all staff of children suffering from ongoing medical conditions.

Measurable Outcomes

- accurate and up to date paperwork is kept in the office;
- administration of medicine takes place at the appropriate time;
- procedures are in place for the distribution of medication;
- a display of child photo and relevant medical information in the staff room where necessary.

1. Responsibilities

A member of the Management Team will ensure communication occurs between parents, school staff and appropriate health professionals, provide approval for school staff to administer or supervise the administration of medication to students and ensure safe and confidential storage of records relating to the administration of medication.

2. School Staff

Staff should administer prescribed medication where there is an agreement between staff, parents/guardian/carer and a member of the Management Team and where written instructions from the prescribing doctor have been provided by the parent/guardian/carer. School staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to school.

3. Over-The-Counter (Non-Prescribed) Medication

It is the responsibility of the parent/guardian/carer to notify school staff if a student is taking over-the-counter medicine. Drugs such as those used for travel sickness, antihistamines, ventolin and cough mixtures and also analgesics (e.g. aspirin and paracetamol) can have side effects and will only be administered if written permission has first been obtained from a parent/guardian/carer.

4. Prescribed Medication

Only the quantity of medication for the school day can be brought onto the school premises by the student. School staff are not to administer prescribed medication or treatments which require specialist training such as giving injections. The exception being the use of the epi-pen for anaphylaxis which all staff will be trained in by an accredited training agency when the need arises.

If school staff are to administer medication to the student the following protocol applies:

- a) parent/guardian/carer must provide written authority for the school staff accepting responsibility to administer the prescribed medication.
- b) parent/guardian/carer is responsible for the submission in writing of any requirements of the student for medication, including details from the medical practitioner and of the circumstances for the appropriate use and application of the medication.
- c) parent/guardian/carer must provide the medication in a properly labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless there is a need for larger amounts to be sent, by agreement with the school.
- d) school staff should only administer prescribed medication in accordance with instructions or advice of a medical authority.

5. Emergencies

Emergency situations requiring the administration of prescribed medication:

Emergency situations include those arising from asthma, diabetes and serious allergic reaction. It is the responsibility of the parent/guardian/carer to provide the school with adequate information regarding the details of the student's medical condition which may require specific action and or treatment under emergency conditions. Where such a medical condition exists, collaborative

discussion needs to take place between school staff, parent/guardian/carer and a member of the Management team to develop an emergency plan upon which all parties agree.

School staff should be advised that refusing to administer medication or provide assistance to a student in an emergency situation when the staff member is reasonably aware of and able to take some action which could prevent or reduce harm being done to the student may constitute a breach of their duty of care to the student. Calling an ambulance, without providing further help, may not be adequate in an emergency situation where staff are reasonably able to take some sort of affirmative action. The absence of parental consent or instructions from a doctor will not necessarily protect a staff member from liability in emergency situations. Similarly, if a staff member reacts in a reasonable manner in an emergency situation, the absence of parental authority is not likely to raise an issue of liability.

6. Preservation of Records

- All recorded data will be kept in the locked cabinet in the office in the students file. All agreements to the administration of medication and all records of medication given need to be held by the school.
- A requirement is that all records of medication administered by staff members to a student be retained for the period up to that student's 25th birthday. These records are deemed to be of a confidential nature and their collection, storage and security are the responsibility of the Business Manager.

7. Safe Storage of Medication

- Prescribed medication which is to be administered by staff must be stored safely in a lockable compartment or cupboard which can only be accessed by authorised persons. Medications which are required to be refrigerated should be under the care of the staff member who is responsible for the student for whom the medicine is prescribed and should be isolated in a secure container. All medication must be in a properly labelled container which shows the name of the drug, name of the student, the dose and frequency.
- It is the responsibility of the parent/guardian/carer to ensure that the medication is clearly labelled, is not out of date and is provided in sufficient quantities for the student's needs.

All forms pertaining to this policy are available from the office.