

MEDICATION ADMINISTRATION POLICY AND PROCEDURES

Responsible Manager	Principal, The Glenleighden School		
Approving authority	SALDA Board	Approval date	2009

The following policy and procedures concerning the administration of medication at The Glenleighden School strictly adhere to the Medication Administration in Schools Policy as outlined by the Department of Education, Training and the Arts, Queensland.

School staff are **NOT** able to administer medication to students unless the school has the following:

1. A written request from the parent/care provider detailing:
 - the student's name
 - dosage
 - parental contact; and
 - emergency action
2. Written notice and advice from the medical practitioner outlining:
 - the specific medication
 - possible side effects
 - dosage
 - time to be taken
 - diagnosis and why medication is required
3. The medication must be in the original container labeled by a pharmacist.
4. The medication label must match the written notice from the medical practitioner

On occasions when parents/care providers do not provide staff with ALL requirements above, staff will NOT administer medication. In these cases we will make every endeavour to contact the parents to inform them that no administration of medication occurred and the parents will be asked to contact Administration to discuss alternative measures.

STAFF RESPONSIBILITY

- The Applied First Aid Officer is responsible for medication administration. In the absence of this staff member, an Administrator or designee will administer medication to students. All staff administering medication have been educated about the method of administration, and provided with appropriate training and protective clothing (e.g. gloves).

- Level Coordinators and designees are responsible for ensuring that medication administered in normal school hours is included when a variation to school routine occurs (i.e. field trips and other out-of-school activities). Activities such as school camps will require a request for additional information and may require additional permission if medication is required outside of normal school hours.
- The Applied First Aid Officer is responsible for contacting parents if medication was not administered and to inform parents that replenishment of medication is required.

PARENT RESPONSIBILITY

- Ensure that the medication is not out of date and has the pharmacy label which clearly states the student's name, dosage and time to be taken.
- Supply the school with prescribed medications, provide labeled containers, keep medications current, supply medical devices (e.g. nebulizers, insulin pumps, oxygen) and help to maintain these devices.
- Ensure the school is provided with an adequate supply of medication.
- Collect and distribute medication to the school. Medication provided by students will not be accepted.

PRESCRIPTION MEDICINES

Prescription medicines include medicines and medical procedures which are prescribed/directed by a registered medical practitioner. This would include General Practitioners (GP's), hospitals/clinics, Registered Homeopathic Practitioners, and Dentists.

For the administration of prescribed medications a written notice and advice from the medical practitioner is required outlining the specific medication, side effects, dosage, time to be taken, diagnosis and why the medication is prescribed.

NON - PRESCRIPTION (OVER THE COUNTER /"ALTERNATIVE") MEDICINES

The Glenleighden School, adhering to the legislation of the Department of Education, Training and the Arts, does NOT allow the administration of non-prescription medicines in educational settings due to the problem of unknown side effects and possible counter effects when combined with other medicines or foods. Parental administration only may be acceptable.

The application of sunscreen for under five and primary school aged students by school staff also requires written parental consent. Students are NOT allowed to use the sunscreen of other students. Students are responsible for the application of their own sunscreen only.

SELF ADMINISTRATION

Self administration MAY be appropriate for students of upper primary and secondary age under staff supervision. This requires written parental consent detailing action to be taken in the event of an emergency and acknowledging that the school bears no responsibility for ensuring the medication is taken.

NOTE: Medication shared with classmates will be immediately removed and confiscated from the student and this privilege of self-administration will be removed.

STORAGE AND SUPPLIES

Medicines and supplies/equipment are labeled with the student's name and dosage, and stored appropriately (e.g. fridge separate from food items or in a sealed container to which access is strictly limited).

RECORD KEEPING

All medications given at school, whether emergency or routine, are recorded. Any errors in medication administration at school will be reported to an Administrator and the Workplace Health and Safety Officer so that patterns of errors and corrective action can be taken. All such incidences would also be reported to the parents of the student in question.

HEALTH CARE PLANS

A Health Care Plan will be drawn up when a student requires administration of medicine or medical procedures on a long term regular basis. These plans will be kept in the Medication Register. This plan will include items such as asthma pumps/inhalers, and antibiotics. The plan will be drawn up by the Applied First Aid Officer in conjunction with the parent and student if the student is of an appropriate age. The plan should detail:

- symptoms
- procedure
- dosage
- GP
- family contacts (at least two)
- and an emergency action plan.

For special situations, where students regularly take medication and/or need further consideration with regards to a medical condition (e.g. diabetes, cystic fibrosis) parent/care providers should make an appointment to meet with an Administrator to co-develop a health care/action plan.

At The Glenleighden School, it is expected that all medication will be handed into the office where details will be kept in the Medication Register. Under no circumstances should students be given the responsibility for handing this medication to school personnel, or keeping medications in their bags (including over the counter medications such as cough lollies).

The co-operation of parents/care providers with these guidelines and their understanding that staff will not operate outside these parameters is appreciated.