

ADMINISTRATION OF MEDICATION POLICY

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Responsible Manager	School Principal		
Approving authority	Leadership Team	Approval date	29-Jul-2019
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1. PURPOSE

- 1.1. Speech & Language Development Australia (SALDA) recognises that, in order to ensure students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities, the administration of medication at school may at times be necessary.
- 1.2. The purpose of this policy is to ensure that:
 - 1.2.1. the administration of medication to students is at all times authorised and in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response; and
 - 1.2.2. reasonable care is taken to minimise potential harm to students when administering medications at school.

2. SCOPE

- 2.1. All students, parents/guardians and employees are responsible for complying with this Policy.

3. REFERENCES

- 3.1. [Australian Privacy Principles](#)
- 3.2. Administration of Medication Overview (Appendix A)
- 3.3. Administration of Medication Parental Authorisation form (Appendix B)
- 3.4. Administration of Prescribed Medication Authorisation (Appendix C)

3.5. Administration of Medication Procedure

4. DEFINITIONS

- 4.1. **Prescription medication** – prescribed by a medical practitioner
- 4.2. **Non-prescription medication** – over-the-counter medications available without a prescription
- 4.3. **Routine medication** – long-term medication administered on a regular basis
- 4.4. **Non-routine medication** – medication administered on a short-term basis only
- 4.5. **Emergency medication** – administered in the case of an emergency only

Examples include:

- Prescription/routine: insulin
- Prescription/non-routine: antibiotics
- Prescription/emergency: EpiPen/Ventolin/Midazolam
- Non-prescription/routine: anti-inflammatories
- Non-prescription/non-routine: laxative/paracetamol
- Non-prescription/emergency: antihistamine

5. POLICY

- 5.1. A request for staff to administer medication during school hours will be considered only when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.
- 5.2. SALDA requires authorisation from a parent and person with the authority (e.g. prescribing medical practitioner) to consent to administration of medical attention in order to administer any medication to a student (including over-the-counter medications such as paracetamol or alternative medicines).
- 5.3. Any medication that is to be administered to a student is to be provided to the school in its original packaging, within its expiry date, and with the qualified health practitioner's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.
- 5.4. SALDA will keep the following records:
 - 5.4.1. requests from medical practitioners and parents/guardians to administer medication;
 - 5.4.2. logs of medication administered during school attendance/hours;
 - 5.4.3. documentation of the administration of the medication; and
 - 5.4.4. individual student health, action or emergency plans, as required.
- 5.5. SALDA will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.
- 5.6. SALDA follows the "Five Rights" of medication administration: right person; right drug; right dose; right time; right route.
- 5.7. Storage of medication:
 - 5.7.1. All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only.

- 5.7.2. All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.
- 5.8. Expired medication:
 - 5.8.1. It is the parents'/guardians' responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.
 - 5.8.2. Staff must check that medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents/guardians should be notified. Expired medication must not be administered and disposed of according to Administration of Medication procedures.
- 5.9. Staff training: SALDA will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.
- 5.10. Self-administration of medication by students: Self-administration may apply to students who are assessed by their parents/guardians and medical practitioner, in writing, as capable and as approved by the Principal as appropriate.

6. RESPONSIBILITIES

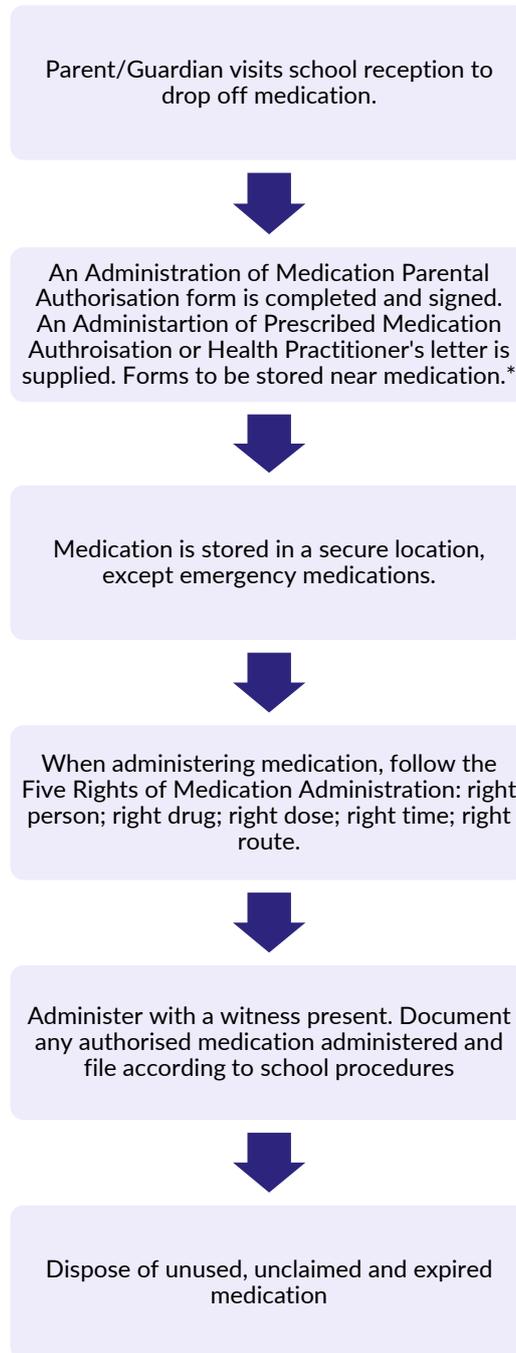
- 6.1. SALDA acknowledges its responsibility to:
 - 6.1.1. administer medication to students in line with this Policy and Administration of Medication Procedure;
 - 6.1.2. support students to self-administer medication when appropriate and approved;
 - 6.1.3. keep appropriate records;
 - 6.1.4. store student medical information appropriately;
 - 6.1.5. store all medication securely;
 - 6.1.6. provide a safe means of disposing of any sharps and unused, unclaimed or expired medication; and
 - 6.1.7. ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.
- 6.2. Staff have a responsibility to:
 - 6.2.1. attend any training required by SALDA to enable them to safely administer medication; and
 - 6.2.2. administer medication in line with this Policy and Administration of Medication Procedure.
- 6.3. Parents/guardians have a responsibility to:
 - 6.3.1. act in line with this Policy and Administration of Medication Procedure.
 - 6.3.2. submit the appropriate documentation when requesting the school to administer medication to their child.
 - 6.3.3. submit any other medical information or records required by the school to administer medication to their child.
 - 6.3.4. ensure that the medication provided to the school to administer to their child is within its expiry date; and
 - 6.3.5. ensure that there is an adequate supply of medication at school.
- 6.4. Students have a responsibility to:
 - 6.4.1. act in line with this Policy and Administration of Medication Procedure; and

- 6.4.2. allow staff to safely administer medication to them, including swallowing any oral medication.

7. REVIEW

- 7.1. This policy is due to be reviewed two years from the date of approval.

APPENDIX A: Administration of Medication Overview



*Medications must be stored according to the manufacturer's instructions

APPENDIX B: Administration of Medication Parental Authorisation

ADMINISTRATION OF MEDICATION PARENTAL AUTHORISATION

Use this form to provide authorisation to the school to:

- a) Administer **non-prescribed** medication to your child
- b) Administer **prescribed** medication to your child (please note you also need to arrange for the prescribing doctor, or health practitioner to complete the form "Administration of Prescribed Medication Authorisation" or provide written notification of same information)
- c) Allow your child to self-administer their prescribed medication

Student	Surname: _____ Given names: _____
Medication	Name of medication: _____ Expiry date: _____ Dose and route (e.g. by mouth, by injection): _____ Relation to meals or N/A: _____ Side effects, if any, school staff should be aware of: _____ Medication has been supplied in original container with the instructions provided by the pharmacist (please circle): YES / NO Is the student permitted to self-administer this medication (please circle): YES / NO
Parent/Guardian's signature	Name: _____ Signature: _____ Date: _____

Please notify school immediately of any changes to the details above by resubmitting this form and speaking with a staff member

APPENDIX C: Administration of Prescribed Medication Authorisation

ADMINISTRATION OF PRESCRIBED MEDICATION AUTHORISATION

Use this form to provide authorisation to the school to:

- a) Administer prescribed medication to the child named on the form
- b) Allow the child named on the form to self-administer prescribed medication

This form must be completed either by a doctor, a practice nurse from the prescribing doctor's surgery or health practitioner.

Student	Surname: _____ Given names: _____
Medication to be given to student during school hours	Name of medication: _____ Type of medication: _____ Dose and route: _____ Frequency: _____ Relation to meals or N/A: _____ Side effects, if any, school staff should be aware of: _____ Is the student permitted to self-administer this medication (please circle): YES / NO
Signature Please circle: Doctor Practice Nurse Health Practitioner	Name: _____ Signature: _____ Date: _____

Please notify school immediately of any changes to the details above

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