

DISTRIBUTIONS OF MEDICATIONS POLICY

Rationale

Many students attending school need medication to control a health condition. It is necessary that school personnel (as part of their duty of care) assist students, where appropriate, to take their medication, and ensure that medication is stored and administered correctly.

Whittlesea Secondary College (WSC) will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation. The school will ensure health information about students is managed sensitively and in accordance with this policy. Whittlesea Secondary College will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

Aims

- to ensure the school stores and administers prescription and over-the-counter medication correctly.
- the school commitment to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication or illness.

Implementation

Definitions

Prescription Medication

- A prescription medicine is any medicine that needs your doctor or other prescriber's authorisation before the pharmacist can supply it to you.
- Instructions on how to take the medicine are typed on a label and stuck to the medicine container by a pharmacist.
- All prescription medicines have an information leaflet called Consumer Medicine Information (CMI).

Over-The-Counter Medication

- Over-the-counter (OTC) medicines can be purchased for self-treatment from pharmacies, with selected products also available in supermarkets, health food stores and other retailers.
- Examples include cough and cold remedies, anti-fungal treatments, sunscreens, non-prescription analgesics such as aspirin and paracetamol. They do not require a prescription from a health practitioner.

Administration of Medication Procedure

- Whittlesea Secondary College will have an administration of medication procedure, which outlines the school's processes and protocols regarding the management of prescribed and non-prescribed (over-the-counter) medication to students at this school.
- Refer to Appendix A: Medication Management Procedures

Medication Supplies

- The student's parents/carers may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

Administering Medication

- Students will generally need supervision of their medication and others aspects of healthcare management.
- The school, in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances under which the student could be permitted to self-administer their medication, however it is likely that this will only be appropriate in rare circumstances.
- All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (Appendix B or Appendix C) and with the relevant documentation from the student's medical/health practitioner.
- In the case of an emergency, medication can be administered with the permission of a medical practitioner.
- Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.
- All medication to be administered at school must be:
 - accompanied by written advice providing directions for appropriate storage and administration
 - in the original bottle or container clearly labelled specifying the name of the student
 - dosage and time to be administered within its expiry date
 - stored according to the product instructions, particularly in relation to temperature.
- If necessary, Whittlesea Secondary College will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.
- When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (e.g. pharmacy label) noting the name of the student, dosage and time to be administered.
- The principal (or nominee) administering medication must ensure that
 - the student receives:
 - the correct medication
 - in the correct dose
 - via the correct method (such as orally or inhaled)
 - at the correct time of day.
 - a log is kept of the medicine administered, and
 - Medication Authority Form (refer to Appendix B or Appendix C) has been completed.
- The School Medication Administration Log (see Appendix E) will be completed by the person administering the medication. It is good practice to have at least two staff members:
 - supervising the administration of medication
 - checking the information noted on the medication log.
- Our school will not:
 - store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
 - allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
 - allow use of medication by anyone other than the student to whom it is prescribed.
 - Note: Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.
- The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school.
 - Teachers may be required to release students at prescribed times so they may receive their medication.

Self-Administration

- The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.
- The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.
- Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:
 - the medication does not have special storage requirements, such as refrigeration
 - doing so does not create potentially unsafe access to the medication by other students

Storing Medication

- Whittlesea Secondary College will ensure:
 - medication is 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 to minimise risk to others
 - in a place only accessible by staff who are responsible for administering the medication
 - away from the classroom
 - away from the first aid kit.

Student Information

- Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.
- Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan (see Appendix E) which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

Care Arrangements for Ill Students

- All staff at Whittlesea Secondary College will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities. Any students in the first aid room will be supervised by a staff member at all times.
- Whittlesea Secondary College will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [DET First Aid Needs](#).
- Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.
- Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the [DET School Policy and Advisory Guide](#) and [DET First Aid Policy](#).
- Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any landline in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).
- Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

- If a student feels unwell they will be sent to the front office where staff will:
 - assess a range of signs and symptoms
 - take action based on the signs and
 - treat minor injuries only; for more serious injuries a level 2 first aid trained staff member will
 - provide assistance

- immediately seek emergency assistance where necessary. All teachers have the responsibility
 - and authority to call an ambulance immediately in an emergency. If the situation and time
 - permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.
- See: [Medical Emergencies](#)
- Any student with injuries involving blood must have the wound covered at all times.
- Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Review of this Policy

Data Collection and Analysis

The Principal or Principal's nominee will lead the promotion, monitoring and evaluation of this policy. The effectiveness of the policy will be reported to the school community. Data will be collected regarding the frequency and types of medication issues, so as to measure the success or otherwise of school-based strategies and approaches. Some sources of data that may be used include:

- Attitudes to School Survey
- School Level Report
- Parent Survey
- Data from case management work with students
- Data extracted from Cases21 or other sources
- School Medication Records (including the Medication Administration Log)

The review of this policy will be done in conjunction with the school's annual self-evaluation, undertaken as part of the school accountability framework.

Related Legislation and Policies

- *Occupational Health and Safety Act 2004*
- [DET School Policy and Advisory Guide](#)
- [DET First Aid Needs](#)
- [DET First Aid Policy](#)
- [DET Medication Policy](#)
- [DET Anaphylaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [DET Health Care Needs](#)
- [DET Specific Condition Support](#)
- [DET Asthma Policy](#)
- [DET Health Support Planning Forms](#)
- WSC Asthma Policy
- WSC Anaphylaxis Policy

Appendices

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form (Ongoing Medication)
- Appendix C: Medication Authority Form (Temporary Medication)
- Appendix D: Medication Administration Log
- Appendix E: Student Health Support Plan

Evaluation

This policy will be reviewed annually and/or as required due to changes in Department regulations or policies.

This Policy was last ratified by School Council in: 2017

APPENDIX A

Medication Management Procedures

Whittlesea Secondary College has developed procedures for the appropriate storage and administration of prescribed and non-prescribed (over-the-counter) medicines to students by school staff, with reference to individual student medical information.

Student information

Parents and/or carers are required to keep the school informed of current medical contact details concerning their child(ren) and any current medical conditions and appropriate medical history.

Every student who has an ongoing medical condition or illness has an Individual Management Plan (IMP) that is attached to the student's records located in the school office. This management plan is provided by the student's parents/carers and contains details of:

- The usual medical treatment needed by the student at school or on school activities
- The medical treatment and action needed if the student's condition deteriorates
- The name, address and telephone numbers for an emergency contact and the student's doctor.

Administration of Prescribed Oral Medication

A Medication Authority Form (Appendix 2) is available from the School Office and should be completed by the medical practitioner and signed by the parents and/or carers. Parents/carers are required to inform the Principal or Principal's nominee in writing of any prescribed medication that students need to take in school hours. Where medication is required for spontaneous situations, detailed administration instructions should be provided.

All medication sent to school is to be administered by the Principal or Principal's nominee and parents/carers are required to supply written information that outlines the name of the medication, name of the student, appropriate storage and the dosage and time the medication is to be given. Where medication for more than one day is supplied, it is to be placed in labelled storage in the first aid room. Some students may be authorised by the Principal or Principal's nominee to take their own medication (usually tablets), however most students will require assistance. This information will be recorded on the medication administration log.

Administration of Analgesics

Analgesics are only to be given with written permission from parents/carers and are to be issued by the Principal or Principal's nominee, who will maintain a record to monitor student intake. Analgesics are to be supplied by the parents/carers.

Administration of Asthma Medication

Asthma is an extremely common condition in AUstralian students. Students with asthma have sensitive airways in their lungs. When exposed to certain conditions or triggers, these airways narrow, making it hard for the student to breathe. Common symptoms of asthma include (but are not limited to):

- Coughing
- Tightness in the chest
- Shortness of breath/rapid breathing
- Wheezing (whistling noise from the chest)

Many children have mild asthma with very minor problems and rarely need medication, however some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their condition by taking regular medication.

Please refer to Whittlesea Secondary College's Asthma Policy for further information on the care of students with asthma.

Administration of Anaphylaxis Medication

Anaphylaxis is a potentially life threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is allergic. Not all people with allergies are at risk of anaphylaxis. It is important to know the signs and symptoms of anaphylaxis. Symptoms of anaphylaxis are potentially life threatening and include any one of the following:

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness and/or collapse
- Pale and floppy (in young children)

In some cases, anaphylaxis is preceded by less dangerous allergic symptoms such as:

- Swelling of face, lips and/or eyes
- Hives or welts
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

Several factors can influence the severity of an allergic reaction. These include exercise, heat, alcohol, and in food allergic people, the amount eaten and how it is prepared.

Adrenaline works rapidly to reverse the effects of anaphylaxis and is the first line treatment for anaphylaxis. Adrenaline auto injectors (e.g. EpiPen) contain a single, fixed dose of adrenaline, and have been designed to be given by non-medical people, such as a friend, teacher, childcare worker, parent, passer-by or by the patient themselves (if they are not too unwell to do this).

An adrenaline auto injector is prescribed by a doctor as part of a comprehensive anaphylaxis management plan, which includes an ASCIA Action Plan for Anaphylaxis and education on how to reduce the risk of allergic reactions. Parents/carers must notify the school immediately if a child is diagnosed with anaphylaxis, and the child may not attend school until an ASCIA Action Plan for Anaphylaxis has been completed by a medical practitioner and provided to the school. Staff at Whittlesea Secondary College complete regular anaphylaxis awareness and treatment training. Further information can be found in the Whittlesea Secondary College Anaphylaxis Policy.

APPENDIX B

Medication Authority Form (for ongoing medication)

This form should be completed for a student who requires medication on an ongoing basis whilst at school. Ideally, it should be completed by the student's medical/health practitioner for all medication to be administered at school. For students with asthma, and Asthma Australia Asthma Care Plan for Schools should be completed instead. For students with anaphylaxis, an ASCIA Action Plan for Anaphylaxis should be completed instead. Please ensure any medication delivered to the school is in its original package and the pharmacy label matches the information included on this form.

Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____ Review Date for form: _____

Please Note: Wherever possible, medication should be scheduled outside of the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication Required				
Name of medication(s)	Dosage (amount)	Time(s) to be taken	How is it to be taken? (e.g. orally, topically/injection)	Dates
				Start Date: / / End Date: / / Ongoing medication Y/N
				Start Date: / / End Date: / / Ongoing medication Y/N
				Start Date: / / End Date: / / Ongoing medication Y/N
				Start Date: / / End Date: / / Ongoing medication Y/N

Medication Storage: Please indicate if there are specific storage requirements for the medication.

Self-Management of Medication: Students in the early years will generally need supervision of their medication and other aspects of healthcare management. In line with their age and stage of development and capabilities, older students may take responsibility for their own health care. Self-management must be agreed by the student and his/her parents or carers, the school and the student's medical/health practitioner. Please indicate below if your child's condition creates any difficulties with self-management, for example,

Monitoring Effects of Medication:

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour or condition following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information, the quality of the health support provided may be affected.

The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate ,or where authorised or required by another law.

You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly, or the Freedom of Information Unit on 9637 2670 or 9947 1879.

Authorisation	
Name of Medical/Health Practitioner:	
Professional Role:	
Signature:	
Date:	
Contact Details:	
Name of Parents/carers:	
Signature:	
Date:	

Please attach any additional advice or information to this form.

APPENDIX C

Medication Authority Form (Temporary Medication)

This form should be completed for a student who requires medication on a temporary basis whilst at school. Ideally, it should be completed by the student's medical/health practitioner for all medication to be administered at school. Please ensure any medication delivered to the school is in its original package and the pharmacy label matches the information included on this form.

Please only complete those sections in this form, which are relevant to the student's health support needs.

Student's Name: _____ Learning Space: _____

Please Note: Wherever possible, medication should be scheduled outside of the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication Required				
Name of medication(s)	Dosage (amount)	Time(s) to be taken	How is it to be taken? (e.g orally, topically/injection)	Dates
				Start Date: / / End Date: / /
				Start Date: / / End Date: / /
				Start Date: / / End Date: / /
				Start Date: / / End Date: / /

Special requirements:

Authorisation	
Name of Parent/carer:	
Signature:	
Date:	

Office use only:

Date Received:

Signature:

**APPENDIX E
STUDENT HEALTH SUPPORT PLAN**

This plan outlines how Whittlesea Secondary College will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan; see WSC Anaphylaxis Management Plan and:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>)

This Plan is to be completed by the Principal or nominee in collaboration with the parent/carer and student.

School:	Phone:
Student's name:	Date of birth:
Year Level:	Proposed date for review of this

Parent/carer contact information (1)

Name:	Relationship:
Home Phone:	Mobile:
Address:	

Parent/carer contact information (2)

Name:	Relationship:
Home Phone:	Mobile:
Address:	

Emergency contact information

Name:	Relationship:
Home Phone:	Mobile:
Address:	

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation's School Asthma Action Plan. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Forms – School Policy and Advisory Guide](#)

General Medical Advice Form - for a student with a health condition	Condition Specific Medical Advice Form – Diabetes
School Asthma Action Plan	Condition Specific Medical Advice Form – Epilepsy
Condition Specific Medical Advice Form – Cystic Fibrosis	Personal Care Medical Advice Form - for a student who requires support for transfers and positioning
Condition Specific Medical Advice Form – Acquired Brain Injury	Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking
Condition Specific Medical Advice Form – Cancer	Personal Care Medical Advice Form - for a student who requires support for continence

List who will receive copies of this Student Health Support Plan:

1. Student's Family
2. Other: _____
3. Other: _____

The following Student Health Support Plan has been developed with my knowledge and input

Name of parent/carer or adult/mature minor** student: _____

Signature: _____ Date: ___/___/___

***Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).*

Name of principal (or nominee): _____

Signature: _____ Date: ___/___/___

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.