

Administration of Medication Policy

PURPOSE

To explain the processes of Pakenham Consolidated School will follow to safely manage the provision of medication to students while at school or engaged in school activities, including camp/excursions.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- provision of medication for anaphylaxis which is included in PCS's Anaphylaxis Policy
- provision of medication for asthma which is provided for in PCS's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

Pakenham Consolidated School encourages parents/carers to arrange for student medication to be taken outside of school hours (i.e. before or after school), where deemed appropriate. Pakenham Consolidated School understands that students may need to take medication while at school or engaged at school activity.

To support students to do so safely, Pakenham Consolidated School will follow the procedures set out in this policy.

Authority to administer

Pakenham Consolidated School will administer prescribed medication or pharmacy medication, if a student needs to take medication while at school or at a school activity provided that:

- The prescribed medication supplied by the parent is in accordance with the Doctor's written instructions as reflected on the pharmacy label and completed "*Request to Administration Medication*" form (See Appendix 1).
- The pharmacy medication supplied by the parent is in accordance with the manufacturers written instructions and reflected on the completed "*Request to Administer Medication*" form (See Appendix 1).
- Alternatively, the student's treating medical/health practitioner has provided written advice on their clinic's letterhead detailing:
 - the name of the medication to be administered
 - the dosage amounts
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
 - Or for the purpose of amending the current pharmacy label instructions or overriding previous medication instructions or altering any instruction on a medical plan (i.e. Asthma Action Plan), if applicable.

- The prescription medication is supplied in its original packaging with the above details reflected on the attached pharmacy label.
- The pharmacy medication is supplied in its original packaging with the above details reflected on the manufacturer's packaged instructions.
- To supply any measuring device (i.e. medicine glass) or other utensil (i.e. syringe) or equipment (i.e. Nebulizer) required to administer the supplied prescribed or pharmacy medication.
- The principal may need to further consult with the medical health care professional and/or parents/carers to clarify any specific written advice or to consider any matter which may be provided for in a student's Student Health Support Plan if applicable.
- A new "Request to administer Medication" form is required to be completed if the treating Medical Health Care Professional makes any changes to their child's prescribed or pharmacy medication being administered at Pakenham Consolidated School.
- Pakenham Consolidated School reserves the right to decline the administration of any medication:
 - where the written instructions are not supplied or
 - incomplete or
 - ambiguous or
 - pending clarification from a qualified medical professional or
 - where the instructions supplied by the parent/guardian on the completed "*Request to Administer Medication*" form, differs from the prescribing Doctor's instructions as reflected on the pharmacy label of the supplied prescription medication or in the case of Pharmacy Medication, differs from the manufacturer's instruction as reflected on the label or packaging of the supplied pharmacy medication.
 - the supplied medication cannot be verified as being that medication as stated on the pharmacy label or is suspicious in any way (i.e. mixed tablet types in the same container, loose tablets, different tablets to previously supplied, etc.).
 - where a member of Pakenham Consolidated School staff forms the opinion that administering the supplied medication at this time, may cause harm or further harm to the student (i.e. student complains of severe abdominal pain after ingestion of prescribed or pharmacy medication, etc.), until this is rectified through consultation with a Registered Health Care Professional or the student returns to their prescribing Doctor for a follow up.
- Parents/carers can contact the school office for a hard copy or access an electronic copy of the "request to administer medication" form on the school website.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the pharmacy label and/or letter/note from a registered Medical Practitioner on their Medical Clinic's letterhead and completed parent's "PCS request to administer medication" form so that:

- the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student on the “PCS Medication Register”.
 3. Where possible, if available, two staff members will supervise the administration of medication.
 4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Storing medication

Pakenham Consolidated School will store student medication in the First Aid Room or First Aid Room medicine cupboard or First Aid fridge.

The principal may decide on the advice of a student’s treating medical/health practitioner:

- that the student’s medication should be stored securely in the student’s classroom if quick access might be required (i.e. prescribed Epipen™)

Pakenham Consolidated School will **not**:

- administer analgesics such as aspirin, paracetamol, ibuprofen, after a head injury as they can mask signs and symptoms, unless directed by “Triple Zero” Clinical Paramedic or Medical Practitioner.
- allow use of medication by anyone other than the prescribed student including siblings, except in a life-threatening emergency or on direction from a “Triple Zero” clinical paramedic or operator.

Where possible, students should not 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 student’s parents, carers, or health practitioner.

Medication Adverse Reaction

Where a student has an adverse reaction to a prescribed or pharmacy supplied medication or in the case of an emergency, school staff may call Triple Zero “000” for an ambulance at any time or the prescribing Medical Practitioner.

FURTHER INFORMATION AND RESOURCES

- First Aid Policy
- Asthma Policy
- Anaphylaxis Policy

REVIEW CYCLE

This policy was last updated in August 2022 and is scheduled for review in August 2026.

(Parent/Carer to complete)

2022 REQUEST TO ADMINISTER MEDICATION



Medication cannot be administered to any child until this form is completed in full and signed by a responsible person. Please hand to the Class Teacher with prescribed or pharmacy medication. (Reviewed 16/08/2022)

Child's Full Name: _____ Grade: _____

Reason for Medication: Medical Condition Allergy Relief Pain Relief Other

Name of Medication: _____ Dosage: _____

Time/s at which medication is to be administered:

Play time 11.00am Lunch time 12.20pm Other Time/s _____

As charted per Medical Practitioner's written instruction on Clinic letterhead or Health Care Plan.

Start Date: ____/____/2022 End Date: 20/12/2022 Other ____/____/2022

Where is medication to be kept at school? First Aid Fridge First Aid Medicine Cupboard

Out of School Hours Care Other _____

Medication to be administered by:

_____ First Aid Officer / PCS Staff Member OSHC Staff

Medication was last administered today at home at: med 1 _____ am /pm; med 2 _____ am /pm

Please provide any other information that the teacher should be aware of? _____

I have supplied the above medication & request that my child be administered this medication in accordance with the directions on the pharmacy label or manufacturer's instructions and in accordance with instructions specified on an Asthma or Anaphylaxis or Allergy Action Plan or treating Medical Health Care Professional's written instructions provided on their Medical Clinic's letterhead, which is reflected, as I have detailed above.

Signed: _____ Date: ____/____/2022
(Parent/Carer)


Medication is required at PCS Out of School Hours Care (OSHC)

Please send supplied medication home at the end of the school day

Use supplied medication for forthcoming school camp

OFFICE USE ONLY	Information/Brief provided to: <input type="checkbox"/> Classroom teacher <input type="checkbox"/> Specialist Teacher <input type="checkbox"/> OSHC <input type="checkbox"/> _____
--------------------------------	---

Handy Hints - Bringing medication to school.

1. Please ensure that a 'Request to Administer Medication' Form is completed for your child taking a prescribed or unprescribed medication. (Forms are available from the Office)
2. Ensure your child carries their medication in its original packaging (i.e. packet, bottle, etc.). This packaging has a pharmacy label attached giving details of medicine, dosage, administering time and child's name. *Never give them loose to carry.*
An illustration showing a small medicine bottle with a label, a blister pack containing several tablets, and a few loose tablets scattered on the surface. The bottle has a cap and a label with some illegible text. The blister pack is partially open, showing the individual tablets. The loose tablets are of various shapes and sizes, including round and oval ones.

has a the your tablets
3. If your child is required to take medicine three times a day, perhaps this could be worked in with Breakfast, straight after school and before bed. This would alleviate the need for medication to be sent to school and much easier for all concerned.
4. Please supply a plastic medicine cup if it's a liquid medication.
5. Place all medication in a plastic bag that is clearly labelled with your child's full name and grade
6. Ask your child to hand their medication to their class teacher who will organise it to be sent to the office. The medication will be stored appropriately in the First Aid Room i.e. In the fridge if required.
7. Ask your child to remember to take their medication home if need be.
8. Ask them to see staff if they don't understand something about their medication.
9. Finally, if their condition doesn't improve, go back to the Medical Officer prescribing their medication for a re-assessment.