

**1. PURPOSE**

Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. The college will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

**2. BROAD GUIDELINES**

- 2.1. Northern Bay P-12 College has an administration of medication procedure which outlines the college's processes and protocols regarding the management of prescribed and non-prescribed medication to students at this college.
- 2.2. The student's parent/carer may wish to supply medication to be administered at the college. To minimise the quantity of medication held at the college, it should be considered if the medication can be taken outside of the college day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- 2.3. Students will generally need supervision of their medication and other aspects of health care management. The college in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in very rare circumstances.

**3. IMPLEMENTATION**

- 3.1. All medications, including prescription as well as non-prescription medication, including analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription, are to be administered by college personnel following the processes and protocols set out in the Medication Management Procedures (see Appendix A) of the college.
- 3.2. When administering prescription medication on behalf of parent/carers, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered. Analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the college, as a standard first aid strategy. Therefore analgesics such as aspirin and paracetamol will not be stored in the college's first aid kit.
- 3.3. The Campus Principal (or nominee) administering medication needs to ensure that:
  - 3.3.1.the right child;
  - 3.3.2.has the right medication;
  - 3.3.3.and the right dose;
  - 3.3.4. by the right route (for example, oral or inhaled);
  - 3.3.5.at the right time; and
  - 3.3.6.that they write down what they have observed
- 3.4. Good practice is to have two staff members supervising the administration of medication and checking the information noted on the medication log whenever possible.
- 3.5. The Campus Principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the college. The teachers may be required to release students at prescribed times so they may receive their medications from the Campus Principal or nominee.
- 3.6. A medications register will be completed by the person administering the taking of medication.
- 3.7. The college in consultation with parents/carers and the student's medical/health practitioner will consider the age and circumstances by which the student could be permitted to self-administer

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their medication. Ideally, medication to be self-administered by the student should be stored by the college. However, where immediate access is required by the student, such as in the case of asthma, anaphylaxis, or diabetes, medication must be stored in an easily accessible location.

**Note:** It is at the Campus Principal's discretion to agree for the student to carry and manage his/her own medication.

3.8. The college will not allow a student to take medication for their first dose of a new medication at school in case of an allergic reaction.

#### 4. EVALUATION

This policy will be reviewed as part of the schools 3-year review process or more often if necessary due to changes in regulations or circumstances.

Document #	Committee Responsible	Review Date	Public Location	Ratified
NBC010	First Aid / Nurses	June 2019	Website	June 2016
	<b>Related Documents</b>  <b>SEE BELOW</b>			

#### LINKS AND APPENDICES (including processes related to this policy)

- Links which are connected with this policy are:
- <http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- <http://www.education.vic.gov.au/childhood/parents/health/Pages/anaphylaxis.aspx>
- <http://www.asthma.org.au/Default.aspx?tabid=102>

#### Appendices which are connected with this policy are:

- Appendix A: Medication Management Procedures
- Appendix B: Medication Authority Form

## POLICY STATEMENT

### Appendix A

#### Medication Management Procedures

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The college has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by college staff with reference to individual student medical information.

#### 1. Student Information

- Parents and/or guardians are required to keep the college informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.
- Every student who has a medical condition or illness has an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:
  - the usual medical treatment needed by the student at college or on college 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

#### 2. Administration of prescribed Oral Medication

- Parents/guardians are required to inform the principal in writing of any prescribed medication that students need to take in college hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks. Medication Administration Permission Forms are available from the Campus Administration Office and should be completed and signed by the parent/guardian.
- Certain students are capable of taking their own medication (usually tablets) while other students will need assistance from teachers. This information will be recorded on the individual student's management plan.
- All medication sent to the college is to be administered by college staff and, parents/guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose, and the time it is to be given. Where medication for more than one day is supplied, it is to be locked in the storage cupboard in the campus administration office.

#### 3. Administration of Analgesics

- Analgesics are only to be given following permission of parents/guardians and are to be issued by a First Aid Officer who maintains a record to monitor student intake. Analgesics are to be supplied by the parents.

#### 4. Asthma

- Asthma is an extremely common condition for Australian students. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe.

##### Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a 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 asthma by taking regular medication.

**5. Student Asthma Information**

- Every student with asthma attending the college has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.
- This plan is attached to the student's records and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:
  - usual medical treatment (medication taken on a regular basis when the student is 'well' or as pre-medication prior to exercise)
  - details on what to do and details of medications to be used in cases of deteriorating asthma – this includes how to recognise worsening symptoms and what to do during an acute asthma attack
  - name, address and telephone number of an emergency contact
  - name, address and telephone number (including an after-hours number) of the student's doctor
- If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/carers will be notified so that appropriate medical consultation can be arranged. Students needing asthma medication during college attendance must have their medication use; date, time and amount of dose recorded in the First Aid Treatment Book in the sick bay each time for monitoring of their condition.

**6. Asthma Medication**

- There are three main groups of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device.
- Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications will be easily accessible to students at all times, preferably carried by the student with asthma. All students with asthma are encouraged to recognise their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at school.
- Preventer medications come in autumn colours (for example brown, orange, and yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and will generally not be seen in the college environment.
- Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day.
- Symptom controllers and preventer medications are often combined in one device. These are referred to as combination medications and will generally not be seen at school.

Appendix B

Northern P to 12 College - Medication Authority Form

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**Medication Authority Form**  
For a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at the college. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an *ASCIA Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: [www.education.vic.gov.au/referenceguide](http://www.education.vic.gov.au/referenceguide).

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

Name of School: Northern Bay P-12 College

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Student's Name:

Date of Birth:

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Medic-Alert Number (if relevant):

Review date for this form:

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**Please Note:** wherever possible, medication should be scheduled outside college 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.

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**MEDICATION REQUIRED**

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>

**MEDICATION STORAGE**

Please indicate if there are specific storage instructions for the medication:


**MEDICATION DELIVERED TO THE SCHOOL**

Please ensure that medication delivered to the college:

- Is in its original package
- The pharmacy label matches the information included in this form

**SELF-MANAGEMENT OF MEDICATION**

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the college and the student's medical/health practitioner. Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:


**MONITORING EFFECTS OF MEDICATION**

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

**Privacy Statement**

The College collects personal information so as the college 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 college 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 (03) 9637 2670.

AUTHORISATION	
Name of Medical/Health Practitioner:	
Professional Role:	
Signature:	
Date:	
Contact Details:	

PARENT/CARER OR ADULT/INDEPENDENT STUDENT** AUTHORISATION	
Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

If additional advice is required, please attach it to this form

**\*\*Please note:** Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (see Victorian Government Schools Reference Guide 4.6.14.5).