



Tambrey Primary School Medication Administration Policy 2021

Rationale:

Tambrey Primary School (TPS) recognises that students may need to take prescribed medications during school hours and will work in partnership with parents and carers to provide necessary medication if required to do so.

TPS front office staff, with authorisation from the Principal, will take responsibility for the administering of all medication.

All medication will be kept in a secure medicine cupboard in clearly labelled containers that includes an image of the student and their date of birth.

The procedures contained within this policy are designed to enhance the protection offered to the staff and Education Department in regards to the welfare of students in their care.

Aims:

- This policy aims to assist parents with any request for assistance with the administration of medication, in a safe and controlled manner.
- To maintain records of medication administered by school personnel.
- To provide a streamlined system for the collection and administration of medications.

Medication Administration Policy:

In terms of the administration of medication, it is recognised that:

- some students require long term medication for control of chronic medical conditions;
- some students need short term medication for management of acute illness or infection;
- the quantities of medications in the school need to be minimised;
- some students require occasional analgesia, decongestants or antihistamine;
- treatment of conditions of the eye or ear may require frequent care with refrigerated, prescribed medications;
- students may require medication during excursions or camps;
- medications must be stored safely;
- when medication is given, written records of this administration of medication must be kept.
- Notify appropriate staff of medication requirements and specific administration times.





Long Term Administration of Medication

TPS requires parents/caregivers to

- Complete a *Student Health Care Summary* and/or a *Management/Emergency Response Plan*.
- provide information regarding long-term administration of medication in the student's health care plan, which is provided to parents/caregivers on enrolment or at commencement of long-term medication administration.
- Notify the school of any changes to a child's medication requirements in writing and update a *Student Health Care Summary* and a *Management/Emergency Response Plan*.
- Provide medication, clearly labelled with the child's name in packaging from the pharmacy or manufacturer.

Short Term Administration of Medication

Short term medications such as antibiotics require an *Administration of Medication* form to be completed by parents/caregivers.

Should a student become unwell during the day, parents will be notified and if appropriate may give verbal permission for a commonly used 'over the counter non-prescription' medication such as Panadol to be administered. If consent cannot be obtained, oral medication will not be administered.

Administration of Medication during excursions/camps

During excursions or camps supervisory staff will hold the medications and administer in accordance with *Student Health Care Summary* or *Administration of Medication* form.

Parents/guardians are responsible for:

- written notification of treatment regimen;
- providing all medications, the student may need while at camp;
- ensuring all drugs are clearly labelled with all the previously mentioned information, including expiry date;
- informing the school's front office staff of changes in medical condition or medication.

A basic first aid kit will be provided for each camp/excursion to deal with minor accidents and illness. Supervisory staff may need to dispense some of the following "over the counter non-prescription" medicines:

- Paracetamol to relieve pain or fever;





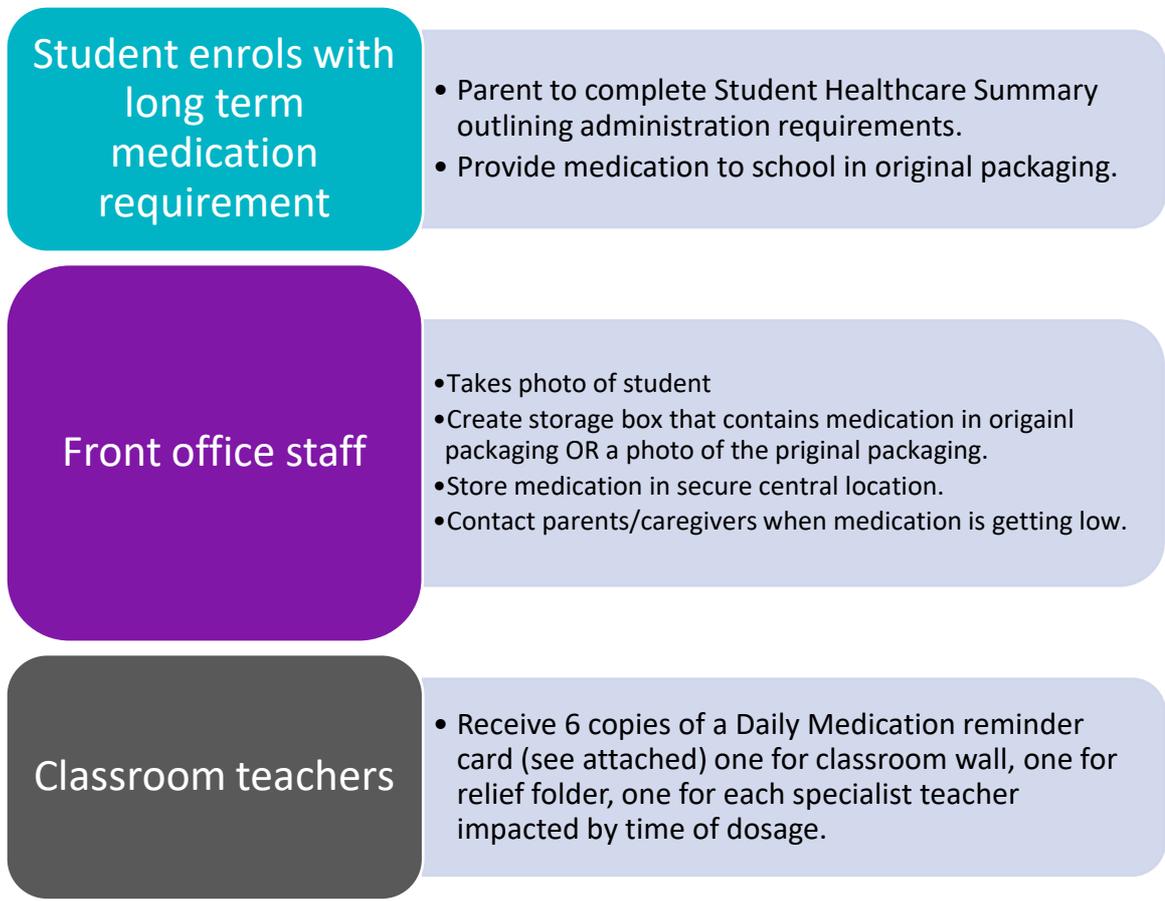
- anti-inflammatories to treat menstrual pain;
- antihistamine to relieve allergic reaction to insect stings or pollen (hay fever);
- medication to relieve motion sickness;
- Ventolin to treat asthma.

In the case of life threatening illness or allergy, parents/guardians, student, staff and the student's doctor will need to discuss the risks the student faces if they attend a camp/excursion. The school may decide that a student should not attend camp/excursion if their health is at risk or if the school is unable to provide a person with sufficient training to look after them. If an "at risk" student attends camp, parents/guardians must:

- ensure that staff are instructed in the emergency care of the student;
- provide all emergency medication and/or equipment;
- provide instruction to staff if administration of medication by injection is required;
- inform staff of the signs and symptoms of known conditions or allergic reactions.



Medication Administration Flowchart



**All medication administered is recorded on Passtab. At the conclusion of each term each student's administration records are printed and added to their student file.*