

# Medication Policy

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## INTRODUCTION

Bairnsdale Christian Community School is committed to providing a safe, secure and caring environment for all of its students and staff members. This policy seeks to set out the processes and procedures by which the School seeks to ensure that students requiring medication to control illnesses and/or conditions affecting health and wellbeing can have this medication administered at school if needed and still participate fully in school life.

This policy recognises that BCCS has a Duty of Care to all children attending the school and as part of this Duty of Care staff will need to assist students, where appropriate, in the administration of their medication.

## RATIONALE

As a Christian school we seek to follow Jesus' call to love God and love each other (Matt. 22:37-40). This is foundational to our school culture. One outworking of this is assisting students to take medication where needed. Many students attending school need medication to control illnesses such as asthma and epilepsy, and conditions causing hyperactive behaviour.

Additionally, from time to time, students may return to school after a recent illness and may still need to complete a course of medication for a short period of time.

In order for students to maintain regular attendance at school and continue making progress academically it is necessary for teachers, as part of their duty of care, to assist students where it is appropriate to take their medication during the school day and, with the parents, to carefully manage the handling and storage of the medication.

Administering medication as needed then is part of the care we aim to provide, and a way to express our love for that student.

## AIMS:

- Students requiring medication will participate fully in school life.
- Staff will be fully informed regarding implications of medical conditions and medication.
- Essential medications will be stored centrally and administered in a secure manner.
- Students will not come in contact with medications except in a managed/supervised way.
- As a rule non essential medications will not be administered at school.
- Staff responsible for administration trained to a First Aid Level 2.
- In certain situations the Principal may determine whether it is appropriate for the school to be involved in the administration of a student's medication.

## IMPLEMENTATION GUIDELINES

### General

- Every student who has a medical condition or illness requiring medication will have a written management plan which is attached to the student's records. Each management plan will be provided by the student's parents and should contain details of:
  - a. The usual medical treatment needed by the student at school or on school activities.
  - b. The medical treatment and action needed if the student's condition deteriorates.
  - c. The name, address and telephone numbers for an emergency contact and the student's doctor.
  - d. Teachers will follow medication directions provided by the treating medical practitioner.
- On enrolment the Principal may determine that it is not appropriate for the school to be involved in the administration of a particular medication. This may be for a variety of reasons such as expertise of staff, privacy concerns etc. (See Other Medication below).
- The preparation of a procedure for each known or anticipated crises will be developed in collaboration with the parent/guardian at the earliest possible opportunity.
- Ensure all medication is well within its expiry date.
- No non-essential medication will be kept on the School premises.
- Tablet medication should be supplied in a sealed package or a dosette box to ensure that the correct dosage is given.
- Where possible the administration of medicine at school is to be avoided.
- Management plans must be completed for students with an ongoing illness and/or medical condition. A proforma plan may be obtained from the School Office.

### Oral Medication

- Parents/guardians must supply the medication in the original prescription container which will identify the name of the student, the dose and the time it is to be given. The name of the medication and expiry date is to be clearly marked on the container. Additionally, parents/guardians could provide a dosette box with the medication in tablet form to ensure the correct dosage is given.
- Medication supplied for more than one day should be stored in a locked cupboard in the First-Aid room or kept refrigerated in the Staffroom under careful supervision of the staff.
- Substances prescribed for a particular student should be retained solely for the use of that student.
- Parents/Guardians must make contact with the staff member informing them of the need for the medication to be administered. This may be done by actually delivering the medication personally or by telephoning the staff member personally advising them that the medication is being brought to school and specific instructions regarding its administration.

### Analgesic Use

- Close supervision and issue of analgesics is necessary. Generally, these will not be administered or stored at school. They are not to be used as part of the First Aid care given to students at the school.
- Analgesics are only to be given with the permission of parents/guardians.

### **Other Medication**

Medication required to be administered during school hours that is other than oral medication will be assessed by the Principal on a case by case basis. The Principal will determine whether or not it is appropriate and/or lawful for the medication to be administered.

In cases where it is deemed appropriate for the school to administer the medication staff will receive relevant training in the administration of the particular medication (e.g. epi-pen for anaphylaxis).

In cases where it is deemed not to be appropriate to administer medication the school will establish an individual detailed procedure that makes use of local medical services (such as ambulance, local doctors, health centres, hospitals, community nurses and so on.)

### **Medication for conditions of a Short and Intermittent Nature**

Medications must be brought to school by parents or verbal contact made between the parent and the staff member. These medications must be securely stored and administered by a trained staff member and/or the staff member who has made contact with the parent.

It is best to avoid administering medications at school; however, this is not always possible or safe.

### **Medication Book**

A register of medications is to be maintained and kept in the First Aid room.

## **PROCEDURES**

### **Assessment:**

- All medication is to be brought to school by the parent/guardian of the particular student. Where this is not possible the student may bring it in but the parent/guardian must telephone the School first thing in the morning to let the student's teacher know the medication is being brought to school and how and when it is to be administered. The teacher then must make a note to ensure the medication is administered at the appropriate time or inform the staff member nominated to administer the medication of the relevant times and details.
- Students having an asthma/anaphylactic attack are to be treated according to the School's Asthma/Anaphylaxis policies.
- Students complaining of illness and asking for medication that has not been prescribed are to be refused and parents are to be notified.

### **Administration:**

- The staff member charged with administering the medication must ensure that:
  - The correct student receives the correct medication:
    - In the correct dosage
    - At the correct time
    - Via the correct method (eg inhaled, taken orally etc.)
- The staff member administering the medication must ensure a log is kept of the medicine administered.
- Teachers in charge of the student must also be informed that medication has been administered in order to notice if there are any unforeseen adverse reactions.

### Recording:

- All medication administered at School must be recorded in the School's Medication Administration Register.
- Staff should also monitor and document behaviours after administration of medicine to be used to inform the student's medical practitioner.

### Self-administration:

In some circumstances older students may be able to self-administer necessary medication. If this deemed a possibility the following points should be followed:

- Schools should consult with parents/guardians and the student's medical/health practitioner to determine the circumstances by which the student could self-administer their medication.
- The school should obtain written permission from the medical/health practitioner and/or the parents/guardians, preferably in a Management Plan Form for the student to carry and administer their medication. This is not required for students with Asthma or Anaphylaxis as this is covered under the School's Asthma and Anaphylaxis policy.
- Ideally, the self-administered medication should be stored by the school. However, where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.
- Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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.

### Warnings:

Schools should 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 prescribed student.