

Dunkeld Consolidated School No. 6215

Medication – Storage and Administration Policy

PROGRAM LEADERS: Principal and Staff

COUNCIL RATIFICATION: 18 September 2012

Purpose:

To ensure correct storage and administration of medication. This relates to all prescription medications.

Policy:

- To protect student privacy and confidentiality.
- To ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- To ensure all medication to be administered is:
 - Accompanied by written advice giving directions for appropriate storage and administration.
 - In the bottle or container clearly labelled with students name, dosage and time to be administered.
 - Within its expiry date.
 - Stored according to product instructions (especially in relation to temperature).
- To encourage parents/guardians to consider whether they can administer medication outside school day, such as before and after school and before bed).

Written Advice and Directions

Written advice for all medication to be administered by the school must be obtained.

Administering Medication

The principal/class room teacher must ensure that

- The correct student receives their correct medication, in the proper dose, via the correct method (such as inhaled or orally), at the correct time of day.
- A log is kept of medicine administered.

Recording

A medication register will be kept by the person administering the medication.

Medical log sheets will be kept above the fridge in the Staff Room.

Warnings

- The 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.
- Students are not permitted to take their first dose of a new medication at school in case of an allergic reaction.
- Medication can only be taken by the prescribed student. Only in a life threatening emergency can this be varied. For example, if a student is having an asthma attack and their blue reliever puffer is not readily available, one should be obtained and given without delay.

Storing Medication

- Medication is to be stored for the period of time specified in the written instructions received...
- The quantity of medication provided should not exceed a week's supply.
- Medication is to be stored
 - Securely to minimise risk to others.
 - In a place only accessible by the staff.

Medication error

- In the event of medication error, follow first aid procedures.
- Ring the Poisons Information Line 13 11 26 and give details of the incident and student.
- Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
- Contact the parents/guardians or the emergency contact person to notify them of medication error and action taken.
- Review medication management procedures at the school in light of the incident.

Evaluation

This policy will be reviewed as part of the three year review cycle.