

MANIFOLD HEIGHTS PS MEDICATION

POLICY

Purpose:

Some students at Manifold Heights Primary School do or will require medication during the school day. This is administered by office staff and on occasions teaching staff (e.g. excursions or activities). Manifold Heights Primary School staff have a duty of care towards student's safety at school, including safe administration of medication. The primary goal of this policy is to ensure that medication management is to have clear guidelines.

Administration of Medication

At Manifold Heights Primary School a medication form must be correctly completed and signed by the student's parent or carer. Medication must not be administered without written authority and precise instructions from the parent or carer. A Medication folder is available in the office. It will contain a form for students that must be filled in when that student is given prescribed medication by school staff.

- i) The medication must be clearly labelled with student's name, medication name, dosage and expiry date. It is to be kept in the locked medicine draw in the office.
- ii) Prepare medication at the appropriate time of the day. Prepare one student's medication at a time. Ensure medication dose, route and time it is given, are correct.
- iii) Staff must initial the student's, "Authority for Staff to Dispense Medication During School Hours" in the Medication folder.
- iv) Regularly check expiry dates of all medication. Notify parents when more supplies are required.
- v) When taking students into the community, ensure medication is taken with them.
- vi) Any problems with medication, please contact administration IMMEDIATELY.
- vii) Medication will NOT be administered without proper authorization and following the above steps.

Storage of Medication

Medication must be stored in the original packaging. Medication will be stored in the locked medication draw in the office.

*Exceptions to this rule are emergency Asthma puffers and Epipens which are stored in the Sickbay, Middles or Seniors building.

Education of Staff

Provide regular information updates and education via Professional Development regarding changes to the Medication Policy.

Responsibilities of Parents

Ensure the office has up to date medication information and provide medication supplies for your child when necessary. Avoid sending medication to school if it can be given at home.

Inform the office when there have been changes to your child's medication as this can affect your child's behavior at school.

Procedure if Medication Error occurs (eg. Incorrect medication given)

- **Office Staff or Teaching Staff**

- Notify Principal Class and request they notify parents.
- Have a staff member observe the student.
- Have the office ring Ambulance 000 if student's health is affected.
- Commence making notes about the incident. Ensure that a detailed report is recorded throughout the emergency. e.g. times, dosage, staff members present, action taken, etc.

- **Principal Class**

- Report to Emergency Management, if necessary.
- Contact the POISONS INFORMATION CENTRE 131126 and the Medical Advisory Board with all information on hand.
 - age and sex of student
 - medication and dosage administered
 - regular medication and dosage
- Request likely effects and procedures that should be followed.
- Notify parent/carer – provide all information to date and continue with recommended procedure.
- Document actions, complete report and file in student's main green file.
- Follow up with staff review of administration of medication procedure.

Evaluation:

- This policy will be reviewed as part of the school's four year review cycle.

This policy was last ratified by School Council in	May 2017
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