

Medication Administration

This policy follows the authority provided in the jurisdictional Department of Health Guidelines.

Administration of Medication

From time-to-time it may be necessary for medication to be administered to students during school hours, or while on excursions, in order to keep them safe.

Georges River Grammar's Policy

If it is necessary to administer medication to a student, it is our policy that:

- Prescription medication will only be administered where a student's parent/carer has provided written permission to the School and where written instruction has been provided from the prescribing doctor stating the medication, dosage and time to be administered.
- Parents/carers are responsible for keeping the School updated if their child's requirements for medication change.
- Parents/carers are responsible for providing the medication and collaborating with the School in organising arrangements for supply, administration and storage of the medication.
- Students must not carry medications unless there is a written agreement between the School and the student's parents/carers that this is a planned part of the student's individual health care plan.
- Where it is appropriate and safe to do so students may self-administer medication under staff supervision.
- The School provides appropriate first aid facilities.
- The School employs a School Nurse and ensures that teaching staff have appropriate first aid training.

Maintenance of Medical Records

Parents/carers must notify the School of all medical conditions that may require the administration of medication to their child during school hours.

Student medical records are maintained in accordance with our Student Medical Records Policy which includes a provision to ensure that the School is regularly updated as to the status of existing medical conditions.

Parent/Carer Responsibilities

Parents/carers of students who require medication to be administered during school hours must provide written notification to the School of this requirement and work with the School to arrange for supply, administration and storage of the medication.

Parents/guardians of students who require prescription medication to be administered during school hours must provide written notification to the School of this requirement together with a letter to the School from the prescribing doctor stating the medication, dosage, and time the medication is to be administered and work with the School to arrange for supply, administration, and storage of the prescription medication.

Student Individual Health Care Plans

If a student is required to take medication during school hours, this will be included in their individual health care plan. The plan specifies agreed arrangements for supply, administration, and storage of the medication.

Where a student is required to take prescription medication the individual health care plan will also contain a letter provided to the School from the prescribing doctor stating the medication, dosage, and time to be administered.

Individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's individual health plan and the School must inform parents/carers as soon as possible if concerns regarding a student's health care arise.

Self-Administration

Where it is appropriate and safe to do so, students may self-administer medication under staff supervision.

Staff Administration

The School does not permit staff to administer medication to students.

Storage of Medication

In some cases, a student's immediate access to medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage, and frequency of the dosage.

Note Regarding Emergency Care

The School will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health care plan.

It should be noted however that in any life- threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, even if there is no appropriate individual health care plan in place.

Staff Responsibilities

Staff are responsible for:

- Having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health care plan.
- Being familiar with the medical records and individual health care plans of students in their care, respecting the confidential nature of the information at all times.
- Working with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs.
- Notifying the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's individual health care.

Implementation

This Policy is implemented through a combination of:

- Staff training and supervision.
- Maintenance of student medical records.
- Effective incident notification procedures.
- Effective communication procedures with the students' parents/carers and the students themselves.
- initiation of corrective actions where necessary.