



CLEMTON PARK PUBLIC SCHOOL

ADMINISTRATION OF PRESCRIBED MEDICATIONS IN SCHOOLS POLICY

The health and safety of all students is relevant to learning and is important at Clemton Park Public School.

RATIONALE:

The administration of medication forms part of the Department of Educations' common law duty of care to take reasonable steps to keep students safe while they attend school.

Schools must assist in the administration of prescribed medication or health care procedures during school hours where this support cannot be reasonably fulfilled by parents / carers or others outside school hours.

The non-emergency administration of prescribed medication and health care procedures by staff is performed on a voluntary basis. The duty of care is fulfilled through the staff members of Clemton Park Public School.

Administration of prescribed medication for students will only be provided after a written request (Medication form) is completed by parents /carers.

GUIDELINES:

The Parent or Carers will:

- cooperate with the school on student health matters
- support their child's health
- inform the school of the health needs of the child when they enrol or when health conditions develop or change
- liaise with the child's medical practitioner about the implications of the child's health condition for their schooling
- where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day
- convey all relevant advice and information from the medical practitioner to the school
- complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support
- provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with Clemton Park Public School's - "Administration of Prescribed Medications in Schools" policy.
- Be responsible for supplying their child's prescribed medication and any associated equipment needed for the administration, which is replaced after use (ie consumables).
- provide prescribed medication, usually sent on a daily basis, in a pharmacy labelled container detailing the student's name and class. The **correct dose** of medication must be pre-measured into the container. Note: Staff will not measure the dosage.
- for regular medication - send a weeks supply of prescribed medication - for the child to use. This must first be agreed upon with the school principal.

- provide written instructions about any special requirements for storage indicated by their medical practitioner or pharmacist.
- organise a responsible person, who is not a staff member, to be nominated by the parent to transport the prescribed medication to the school as agreed. (if the parent is unable to deliver the prescribed medication to school)
- collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

Note: It may be necessary for some information to be shared with staff in order for the school to provide support for the student.

The Staff will:

- request written permission from parents to administer medication to a student while at school.
- Note: Forms completed by parents will be stored securely.
- provide appropriate medication forms to complete:
 - o Regular Medication form – Appendix A
- assist parents in completing the relevant form, if they are having difficulty
- store prescribed medication (or as per special requirements for storage as stated by parents) in an appropriate and secure location in the school front office
- administer prescribed medication to students, as per the advice and instructions stated on the written request form (only individual staff members, who have volunteered and are trained – except in the event of an emergency)

The Student will:

- contribute to the provision of a healthy and safe school environment
- ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended
- be able to self-administer the prescribed medication
- Note: the school has a duty to take reasonable steps to ensure that the self-administration is carried out safely.
- co-operate with staff in managing their health
- develop the understandings and skills needed to progressively manage their own health
- **Not** carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support.

Please note: Students' immediate access to prescribed medication is very important for the effective management of conditions such as asthma. Students and parents need to be advised of this requirement so that students are not left without access to critical medication

EMERGENCY CARE

Schools do not supply or administer medications in an emergency unless they have been provided by parents as part of a negotiated individual health care plan for a specific student.

In an emergency which has not been anticipated in the emergency response/care section of an individual health care plan (which has been negotiated for an individual student known to be at high risk of a serious emergency reaction) staff will provide a general emergency response, eg call an ambulance.

NON-PRESCRIBED MEDICATIONS

In general, schools do not administer medication which has not been specifically requested by a medical practitioner for an individual student for a specific condition.

In some cases, the medical practitioner may not write 'a prescription' for such medication because it may be available 'over the counter'. NSW Health advises that this does not mean that the medication is not potentially harmful and that schools should follow the same procedures for such medications as for 'prescribed medications'.

SUPPLY and STORAGE OF PRESCRIBED MEDICATION AND 'CONSUMABLES'

Secure delivery and storage of prescribed medication is important for the safety of the student requiring prescribed medication as well as for the safety and welfare of other students in the school.

STORAGE OF PRESCRIBED MEDICATIONS

- Decisions about where prescribed medication is to be stored, is made by the principal on a case by case basis taking into account the student's needs to access the medication, the value of minimising disruption to their learning program as well as giving due consideration to keeping the medication secure.
- In general, the prescribed medication needs to be stored in a secure and accessible location/s in the school front office, except in circumstances where students need to carry their prescribed medication for immediate access.
- The school will make best efforts to store the prescribed medication in accordance with any special requirements for storage provided by the pharmacist or medical practitioner.
- All prescribed medication needs to be available to be administered to the student when it is required.

EXCEPTIONS

For some conditions, prescribed medication and equipment may need to be accessible immediately.

- For asthma prescribed medication such as asthma relievers (eg Ventolin) - students are able to retain in their school pocket, bag or classroom – whichever is deemed to be the most accessible.
- For anaphylaxis or adrenaline auto injectors (eg EpiPen), students will need to access immediately – medication will be made available in the classroom and in the playground basket for recess and lunchtime breaks.
- Other equipment such as meter/hypo kits and 'hypo' food may be needed immediately by students diagnosed with type 1 diabetes – appropriate access arrangements to be made in consultation with parents and the school principal.
- In these cases, arrangements for carrying the medication and equipment will be worked out by the school and documented. Arrangements may involve the student or a staff member who has volunteered, carrying the essential material depending on factors such as the age of the student.

Pancreatic Enzymes

- Students who have cystic fibrosis require pancreatic enzyme supplements (capsules) to aid digestion. These enzymes are always eaten with food and will usually need to be carried by the student in their lunch box or school bag.

REFERENCE

- Student Health in NSW Public Schools: A summary and consolidation of policy (PD/2004/0034/V01)
– Individual Student Support – Administering Prescribed Medication at School Date:
22/3/2005

CLEMTON PARK PUBLIC SCHOOL

Appendix A

(For use when REGULAR MEDICATION is required)

STUDENT'S NAME: _____

CLASS: _____

REQUEST FOR ADMINISTERING PRESCRIBED MEDICATION TO THE STUDENT

(Note: if your child is to take more than one prescribed medication, please attach a separate request for each medication.)

Name of prescribed medication:

Prescribed for (name of medical condition):

Prescribed dosage:

What are you requesting the school to do?:

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Special storage requirements if any eg in refrigerator: Special instructions for administering the prescribed medication/s eg must be taken with food or with a glass of water:

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Through information you have obtained from your doctor or acquired yourself, are you aware of any likely side effects from the prescribed medication?

Yes No If Yes, Please provide more information:

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If your child administers his or her own medication at home, do you request that he or she self- administers this medication at school? Yes No

(Note: The Principal needs to approve a decision for a student to self-administer).

If your child self-administers the medication at home, what level of support do you provide?

(Please describe)...

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Name of person who will carry the medication to school:

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REQUEST FOR OTHER SUPPORT

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Parent or carer signature: _____

Date: _____

Privacy notice

The information requested on the form is essential for assisting the school to plan for the support of your child's health needs. It will be used by the NSW Department of Education and Training for the development of arrangements with you to support your child's health needs. Provision of this information is voluntary. If you do not provide all or any of this information, the school's capacity to support your child's health needs could be impaired. This information will be stored securely. You may correct any personal information provided at any time by contacting the Principal.

Angelica Lapi
PRINCIPAL