



Administration of Medication

POLICY

Rationale

Teachers and schools are often asked by parents to administer medication for their students while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

Aim

To ensure all medications are administered appropriately to students in our care.

Implementation

- Students who are unwell should not attend school.
- Staff rostered on to do sick bay are the staff members responsible for administering prescribed medications to students.
- Non-prescribed oral medications (eg: head-ache tablets) will not be administered by school staff unless written authorisation has been provided by the parent.
- All parent requests for prescribed medications to be administered to their child must be in writing; either on the form provided or a handwritten note and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medication bottles or containers should provide this information).
- All student medications must be in the original containers, must be labelled, must have the quantity confirmed and documented, and must be stored in either the locked office first aid cabinet or sick bay refrigerator, whichever is more appropriate.
- Consistent with our Asthma policy, students can carry an asthma inhaler with them.
- Classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.

Procedure for Safe Administration

The Five Rights of Medication Administration will be followed when administering medicines

1. RIGHT PERSON

Check the identity of the student i.e. use of a photograph, ask student their full name and / or their date of birth.

2. RIGHT DRUG

Drugs have a trade and generic name which can cause confusion. Refer to medication container for the 'generic' name, to match the medication identified on the Medication Request form (Appendix 1).

3. RIGHT DOSE

The dosage will be on the medication container and the Medication Request form. Ensure the drug dosages match.

4. RIGHT TIME

Medications are designed to be given with specific intervals between doses to ensure consistent therapeutic blood levels. If given at times different to those ordered, the drug may be less effective or may cause side effects. Often medication instructions are provided in medical terms. Seek clarification as to the time of day medication should be administered if this is not understood, and ensure it is administered at the prescribed times.

5. RIGHT ROUTE

Medications have specific 'routes of administration'. Common routes of administration include: topical (apply to skin); oral (by mouth); injection (subcutaneous injection i.e. insulin injection under the skin); sublingual (under the tongue); gastric feeding tube; nasal (through the nose); inhalation i.e.. Asthma medication (puffer). Check the instructions prior to administration, e.g. to be taken with food. Ensure all oral medications have been swallowed.

- A medication log showing details relating to students, their prescribed medication, dosage and time of administering will be kept and recorded in a confidential official register located in the sick bay. The details will be completed by the attending staff member in the presence of, and confirmed by, a second staff member.
- The attending staff member will initial the original 'Medication Request Form' and return the form to parents via the classroom basket.
- Students involved in school camps or excursions will be discreetly administered medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students who may require injections are required to meet with the principal to discuss the matter.
- Parents are asked to keep the school informed of any changes to their child's medical history.

Medication errors

- notify the student's parent / carer and Principal of any medication errors (e.g. incorrect dose given, incorrect medication, missed dose or refused dose) and record the incident**
- if the incorrect dosage of medication or the incorrect medication has been administered to a student, immediately: - phone 000 if the student has collapsed or is not breathing and follow the advice given; or - phone the POISONS INFORMATION CENTRE on 13 11 26 if there is no immediate adverse reaction and follow the advice given.**

Other Related Policies

- Asthma
- Anaphylaxis
- Diabetes
- First Aid

Evaluation

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

This policy was reviewed and written in August 2020

This policy was ratified by PEB in

This policy will be reviewed in 2024

MEDICATION REQUEST FORM



DATE:

PARENT'S NAME:

ADDRESS:

TELEPHONE:

(Business Hours)

Dear Principal,

I request that my child _____ be administered the following medication
(Student Name)
for _____ whilst at school, as prescribed by the child's medical
practitioner.

(Reason for Medicine)

Name of Medication	
Dosage (Amount)	
Route (Mouth, Skin, Injection, Inhaler)	
Time of Dose	
Storage requirements (Fridge etc)	
Any known side effects?	

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)

Medication policy 2020