

MEDICATION MANAGEMENT POLICY

The Principal is responsible for the management and storage of all medications on site and has a duty of care to ensure that all medication is readily accessible but stored securely so that it cannot be accessed inappropriately by others.

All actions in relation to Medication management and storage will be in line with recommendations of DECD Health Support Planning and Medication Management recommendations. www.decd.sa.gov.au/speced2

MEDICATION AUTHORITY

All students requiring medication administration at school require a Medication Authority from a prescribing health professional. The instructions must match those on the pharmacy label of the container.

ADMINISTRATION OF MEDICATION

- A student should not take their first dose of a new medication at school - the student should be supervised by the family or health professional in case of an allergic reaction.
- Staff securely store and supervise medication for younger children.
- Students must have a written medical authority from their prescribing health professional to self-administer medication and this must be provided to staff. The student is required to notify staff each time before they self-administer as a staff member is required to observe and monitor what, how much and when medication is being taken by the student. This is only possible if they have a medication authority to follow.

MEDICATION LOG

A medication log is maintained to record supervision of routine medication and kept with the relevant medication authority. These records are kept centrally and communicated to families as required.

STORAGE OF MEDICATION

- All medications (including the original packaging) are stored in the first aid room which is located in the front office.
- Medications requiring insulated wallets must be provided to the school by the Family of the student.

- Students are not permitted to carry any medications personally (DECD recommendation is that students do not carry medications or associated devices)
- In the case of a Health Professional recommending that a medication is carried personally by the student the following factors must be considered:
 - The developmental stage of the student – are they capable of taking responsibility for the equipment?
 - The personal safety of the other students – the student carrying the medication cannot share/let others play with it.
 - The security of the medication and any devices – site staff must be aware of this information.
 - What are the risks if the device is damaged?
 - What are the procedures if the student forgets their device?

COMMUNICATION

- In all instances effective communication between school, families and health professionals is encouraged.
- Effective records of medication usage will be kept at school and made available to families as required.
- School staff will ring families if and when any concerns arise regarding the student or the medications.
- Any changes to medications or routines must be communicated to ensure all parties are aware of the needs of the student.

MEDICATION ADMINISTRATION REVIEW

- Regular review of the administration of medications for students will occur to ensure all information is up to date and the wellbeing of the student is considered.
- Where a situation of concern may arise a review meeting will be called with site staff, families and health professionals to plan future directions to ensure the safety and wellbeing of the student and other students in the school.