

MOOROOLBARK GRAMMAR

Medication Administration Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 972 73032

Email: admissions@mooroolbarkgrammar.vic.edu.au

RATIONALE

To ensure all parents and educators are aware of their obligations and best practice management of administering medication at Mooroolbark Grammar (MG).

To ensure the health and wellbeing of all the children that require medication whilst attending MG recognises the importance of staff education, implementation of best practice policy and the involvement, engagement and understanding of parents of children attending the school with medication requirements.

The administration of medication is considered a high risk practice and as such carries obligations for both staff and parents/guardians. The administering of medication requires attention to detail, meticulous record keeping, teamwork and common sense as incorrect administration has potential health and litigation risks.

Medication (including prescription, over-the-counter and homeopathic medications) must not be administered to a child without authorisation by a parent or person with the authority to consent to administration of medical attention to the child.

Medicated pain relief, i.e. Panadol or Nurofen is not kept on the premises. If a parent brings their child to the school and requests it to be administered, they will be advised to keep their child at home, while they require pain relief.

MG recognises the right of parent to use a variety of health remedies and will administer these as written in the Medication form. However, where drugs cannot be administered orally (for example, those requiring injection or the use of suppositories), the Centre must be guided by the ability and willingness of educators to administer such drugs.

PURPOSE

- To ensure all staff are informed of the requirements of administering medication
- To ensure all parents are informed of their obligations when their child requires medication
- To ensure the health and safety of children at all times, whilst attending the school and requiring medication

PROCEDURES:

- If at all possible all medication should be administered at home.
- Medication will only be administered when accompanied by a medical consent form, completed by a parent or legal guardian.

MOOROOLBARK GRAMMAR

Medication Administration Policy



- Permission must be given for each day medicine is to be taken.
- Medication will only be administered to a child from its original packaging, in accordance with any instructions attached to the medication or provided by a registered medical practitioner
- For prescribed medications, from a container that bears the original label with the name of the child to whom it is prescribed

Medication is not to be administered if

1. It is out of date
2. Incorrect name appears on the bottle
3. The bottle has no label
 - Medication is only to be administered by staff that hold a current First Aid Certificate, in accordance with written instructions of the authorised medical personnel.
 - Medication must be given directly to a staff member and not left in bags or lockers.
 - Medication must be stored out of reach of children but accessible to staff. Medication requiring refrigeration must be stored at the back of the top shelf of the fridge in a separate compartment or childproof container or in fridge with a child lock.
 - With a second staff member checking the dosage of the medication and witnessing its administration
 - Details of the administration must be recorded on the Medication Form
 - Adrenaline auto-injecting devices, e.g. epipens/anapens should be stored in an unlocked, easily accessible place away from direct heat and not in a freezer or refrigerator. These devices must be signed in and out when taken from the usual place of storage. eg. excursions.
 - Medication that is required to alleviate life-threatening conditions including anti-histamines and anapens/epipens will only be administered if a written guideline is provided by the authorised medical personnel and an Action Plan completed.
 - For children with chronic medical conditions such as asthma, diabetes, epilepsy and allergies a Medical Action Plan must be completed detailing the child's medical condition, emergency details, photo of the child, medication requirements and must be signed by the authorised medical personnel. These Action Plans must be reviewed annually or as conditions change.
 - Staff are to undertake regular and specific training on the administration of anapens/EpiPens and asthma medication.
 - Medical Consent forms must be kept in child's confidential profile and kept for a period of 3 years from the date the child last attended the school.
 - If a staff member feels doubt about the safety of administering medication or treatment they are to seek advice from the parent/guardian, the Principal and or the Local Public Health Unit.
 - Before administering medication, check the instructions on the Medication Consent Form are consistent with both the authorised medical personnel's instructions and the name and instructions on the label. Check the expiry date and recommended time frame for usage of the medication.

MOOROOLBARK GRAMMAR

Medication Administration Policy



If there is any doubt or inconsistency,

- Staff are to seek confirmation from parent/guardian, seek advice from the Principal or the authorised medical personnel direct.
- All administration of medication must be witnessed and checked by second educator. Both staff members must sign Medication Consent Form when medication is administered and parents must sign form when the child is collected.
- Where a child may leave care and the child's medication is left at the Centre advice must be sought from a pharmacist regarding the correct disposal of this medication.

If a child is administered the wrong medication, the wrong dosage or takes medication via the wrong route, the following steps should be taken

1. Ring the POISONS INFORMATION LINE 131126
2. Give details of the incident and client
3. Act immediately upon their advice
4. Notify the Principal who will contact the child's parent/guardian.
5. Document actions in a full report
6. Review medication procedures at the worksite in light of incident.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the child's parent cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child's parent and emergency services must be contacted as soon as possible.

POLICY REVIEW AND APPROVAL

This policy will be reviewed annually, or earlier as required following any changes in regulations or requirements.

Policy last reviewed	January 2024
Approved by	Principal
Consultation (Recommended)	School staff/School Governing Board
Next scheduled review date	January 2025