

Caulfield South Primary School

**C.S.P.S.
Policy**

Administration of Medication and Care Arrangements for Ill Students and Students with Medical Conditions Policy

RATIONALE:

From time to time, many students attending school may need medication. As part of their duty of care, relevant staff should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Caulfield South Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

GUIDELINES:

Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (Appendix A) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- c. within its expiry date
- d. stored according to the product instructions, particularly in relation to temperature.

If necessary, Caulfield South Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

IMPLEMENTATION:

Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The First Aid Officer (or nominee) administering medication must ensure that:

- the student receives;
 - a. the correct medication;
 - b. in the correct dose;
 - c. via the correct method (such as orally or inhaled);
 - d. at the correct time of day;
 - e. a log is kept of the medicine administered; and
 - f. Medication Authority Form (**Appendix A**) has been completed.

The Medication Authority Form will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information is logged accurately on the Medication Authority Form

Our school **will not**:

- store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- allow use of medication by anyone other than the student to whom it is prescribed.

Note: Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

Storing Medication

Caulfield South Primary School will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
 - a. securely to minimise risk to others
 - b. in a place only accessible by staff who are responsible for administering the medication
 - c. away from the classroom

- d. away from the first aid kit

Student Information

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan if an alternative, suitable plan has not been developed in conjunction with their doctor [see template at:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>].

Current plans will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Appendices connected with this policy are:

- **Appendix A:** Medication Authority Form
- **Appendix B:** Student Health Support Plan

Care Arrangements for Ill Students

All staff at the school will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

The school will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#).

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>) Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times, normally the first aid officer.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements

If a student feels unwell they will be sent to the first aid room (10.30am until 3pm) or front office where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a level 2 first aid trained staff member or school first aid officer will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

See: [Medical Emergencies](#)
(<http://www.education.vic.gov.au/school/principals/spag/management/Pages/medical.aspx>)

Any student with injuries involving blood must have the wound covered at all times.

Any student with a significant injury who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Resources:

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

[NURSE-ON-CALL](#).

EVALUATION:

This policy will be reviewed in three years.

APPENDIX A



For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be **MEDICATION AUTHORITY FORM** administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Student Details

Name of school: Caulfield South Primary School

Student's Name : _____ Date of Birth: _____

MedicAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student’s medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____

APPENDIX B



STUDENT HEALTH SUPPORT PLAN - Cover Sheet

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>)

This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.

School: Caulfield South Primary School		Phone: 95783718												
Student's name:		Date of birth:												
Year level:		Proposed date for review of this Plan:												
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)												
Name:	Name:	Name:												
Relationship:	Relationship:	Relationship:												
Home phone:	Home phone:	Home phone:												
Work phone:	Work phone:	Work phone:												
Mobile:	Mobile:	Mobile:												
Address:	Address:	Address:												
Medical /Health practitioner contact:														
<p>Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation's <i>School Asthma Action Plan</i>. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the Health Support Planning Forms – School Policy and Advisory Guide</p>														
<table border="0"> <tr> <td><input type="checkbox"/> <i>General Medical Advice Form - for a student with a health condition</i></td> <td><input type="checkbox"/> <i>Condition Specific Medical Advice Form – Epilepsy</i></td> </tr> <tr> <td><input type="checkbox"/> <i>School Asthma Action Plan</i></td> <td><input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for transfers and positioning</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Condition Specific Medical Advice Form – Cystic Fibrosis</i></td> <td><input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Condition Specific Medical Advice Form – Acquired Brain Injury</i></td> <td><input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for continence</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Condition Specific Medical Advice Form – Cancer</i></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <i>Condition Specific Medical Advice Form – Diabetes</i></td> <td></td> </tr> </table>			<input type="checkbox"/> <i>General Medical Advice Form - for a student with a health condition</i>	<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Epilepsy</i>	<input type="checkbox"/> <i>School Asthma Action Plan</i>	<input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for transfers and positioning</i>	<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Cystic Fibrosis</i>	<input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking</i>	<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Acquired Brain Injury</i>	<input type="checkbox"/> <i>Personal Care Medical Advice Form - for a student who requires support for continence</i>	<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Cancer</i>		<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Diabetes</i>	
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<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Cancer</i>														
<input type="checkbox"/> <i>Condition Specific Medical Advice Form – Diabetes</i>														
List who will receive copies of this <i>Student Health Support Plan</i> :														
1. Student's Family 2. Other: _____ 3. Other: _____														

The following *Student Health Support Plan* has been developed with my knowledge and input

Name of parent/carer or adult/mature minor** student: _____

Signature: _____ Date: _____

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#))

Name of principal (or nominee): : _____

Signature _____ Date: _____

Privacy Statement- The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

How the school will support the student's health care needs

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	Is it necessary to provide the support during the school day?	For example, some medication can be taken at home and does not need to be brought to the school.	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	For example, students using nebulisers can often learn to use puffers and spacers at school.	
	Who should provide the support?	For example, the principal, should conduct a risk assessment for staff and ask: <ul style="list-style-type: none"> - Does the support fit with assigned staff duties and basic first aid training (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm - If so, can it be accommodated within current resources? - If not, are there additional training modules 	

	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.</i>	
Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<p><i>Discuss and agree on the individual first aid plan with the parent/carer.</i></p> <p><i>Ensure that there are sufficient staff trained in basic first aid (see the Department’s First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm)</i></p> <p><i>Ensure that all relevant school staff are informed about the first aid response for the student.</i></p>	
	Does the school require relevant staff to undertake additional training modules not covered under basic first aid training, such as staff involved with excursions and specific educational programs or activities?	<p><i>Ensure that relevant staff undertake the agreed additional training</i></p> <p><i>Ensure that there are interim provisions in place (whilst awaiting the staff member to receive training), to ensure the student’s attendance at school.</i></p>	
Complex medical needs	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student’s complex medical care need?</i></p> <p><i>The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</i></p> <p><i>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at: http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsapp.aspx</i></p>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>Detail how the school will support the student’s personal care needs, for example in relation to nose blowing, washing hands, continence care</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the School’s policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student’s medical/health practitioner for appropriate storage and administration of the medication – via the Department’s Medication Authority Form.</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the schools first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student’s health care needs.</i></p> <p><i>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student.</i></p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p><i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i></p> <p><i>Ensure that the school provides a facility which enables the provision of the health service.</i></p>	
	Who is responsible for management of health records at the school?	<i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.</i>	
Other considerations	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p> <p><i>For example, is there a need for planned support for siblings/peers?</i></p>	