



Natte Yallock P.S. – No 1347

Distribution of Medications Policy and Procedure

Rationale

Teachers and schools are often asked by parents to administer medication for their children 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 the medications are administered appropriately to students in our care.

In order to reduce medication errors and harm use the “five rights”:

The right patient,
The right drug,
The right dose,
The right route,
The right time.

School staff:

Administering medication to students

Prior to Administration:

- ensure a written request has been received from the parent in the form of:
 - a letter (for short term medication) or
 - a signed Request to administer medication at school permission form for students with chronic (long term) medical conditions who require routine or emergency medications
- ensure medication to be administered has medical authorisation, e.g. a *pharmacy label* attached to the original container
- obtain information from parent about potential side effects of medication if possible
- be aware of potential medication errors and follow the five rights procedure to minimise errors

- if the information on the medication container contradicts the request of the parent/carer, do not administer medication and seek clarification from the parent.

During Administration:

- follow the five rights protocol to administration of medications
- check the instructions as per pharmacy label prior to administration and follow specific instructions, e.g. to be taken with food
- administer medication directly from the original medication container
- notify the classroom teacher and parent if student refuses their medication
- notify the parent if the student misses a dose of medication including if the student refuses to take the medication or if any other medication error occurs

Medication errors

- notify the student's parent of medication errors (e.g. missed dose, dose refusal)
- 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
 - phone POISONS INFORMATION CENTRE on 131 126 if there is no immediate adverse reaction and follow the advice given.

Response to Side Effects

- if the student has collapsed or is not breathing after receiving medication, immediately phone 000 and follow the advice given
- if the student presents with side effects (atypical symptoms or behaviours) phone the Adverse Medicines Events Line telephone 1300 134 237 (for non-emergencies) for further advice and advise the parent
- notify the principal and record any event related to side effects of medication in student records.

After Administration

- if required, notify the parent when the medication quantity is low or approaching its expiry date.

Stolen medication or misused medication

- in the case of stolen or misused medication, or medication diverted from the person to whom it was originally prescribed, notify the school principal.

Storage of medication

- establish and monitor procedures for safe and appropriate storage of medication in the original containers according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication which needs to be stored below 25 degrees Celsius)

- store medication in a non-portable, locked space such as cupboard/cabinet reserved for medications only, in a secure fridge if required with authorised access only, or as directed in the student's Individual Health Plan, Emergency Health Plan or Action Plan
- store emergency medication such as an adrenaline auto-injector or an asthma reliever in a safe, unlocked location where it is easily accessible to the authorised student and staff at all times in the event of an emergency
- limit access to all stored medications to persons authorised to administer medications
- ensure accessing medication causes minimal disruption to the student's learning program.

Disposal of Medication and Equipment

- ensure safe disposal of sharps by handing them to ambulance paramedics to place in sharps disposal system.
- dispose of unused and unclaimed medication by:
 - advising the parent to collect the medication from the school, or
 - returning medications to any pharmacy to be disposed of through the Returning Unwanted Medicines

Parents:

Communication with the School

- notify the school if the student requires medication during school or school-based activities (including camps and excursions) via:
 - a letter (for short term medication) or
 - a request to administer medication at school permission form, completed and signed by the parent and the prescribing health practitioner, if the student has a chronic (long term) medical condition and requires routine or emergency medications
- notify the school in writing of any requests and/or guidelines provided by the students' prescribing health practitioner concerning medication administration
- consult with the school to develop an Emergency Health Plan if emergency medication is required for the student
- notify the school in writing (with an accompanying letter from the prescribing health practitioner) when changes occur to the students' routine or emergency medication
- notify the school in advance (in writing) if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements)
- advise school in writing and collect medication when it is no longer required at school.