



MEDICATION MANAGEMENT POLICY

Rationale:

To provide staff of Malvern Central School (the School) and parents/carers of students with processes and protocols regarding the management of medication required to be administered to students and stored at the School.

Aim:

To ensure that medication which needs to be administered to students during school hours, either for a short or a long period of time is stored, administered and recorded appropriately.

Implementation:

1. **Parents/carers** of students who require medication to be kept at the School either for a short or a long period of time must:
 - 1.1 inform the student's teacher of the student's diagnosis and reason for medication;
 - 1.2 complete either a Short or a Long Term Medication Registration Log and provide administrative staff at either the Park Street or Spring Road campus office with the medication;
 - 1.3 provide a completed Medical Authority Form with the medication which needs to be administered for a long term period (ongoing) other than for asthma or anaphylaxis;
 - 1.4 ensure that the medication is in its original packaging and is labelled with the student's name and class;
 - 1.5 ensure that the medication stored at the School is and remains within its expiry date;
 - 1.6 collect the medication from the respective campus office on completion of either the short or long term period logged;
 - 1.7 where applicable, provide Camp Australia with any medication needing to be administered before or after school hours separate to the medication being stored by the School;
 - 1.8 ensure that the student is not allergic to the medication provided especially in the case of new medication. The first dose of any new medication must be administered at home.
2. **Administrative staff** in each campus office of the School must:
 - 2.1 provide for completion to parents/carers a Short or a Long Term Medication Registration Log and/or a Medical Authority Form for long term medication (ongoing) other than for asthma or anaphylaxis;
 - 2.2 notify the student's teacher and/or appropriate staff member(s) of the student's medication requirements once the Short or Long Term Medication Registration Log/Medical Authority Form are completed;
 - 2.3 store or arrange for the medication to be stored as per instructions on Short or Long Term Medication Registration Log;
 - 2.4 copy completed Short or Long Term Medication Registration Logs and Medical Authority Forms and pass them to **nominated first aid staff member** for filing and follow up. Original of Short or Long Term Medication Logs/Medical Authority Forms must be stored with the medication;
 - 2.5 protect the privacy and confidentiality of students receiving medication at the School.

3. **Teaching Staff** must:

- 3.1 direct parents/carers to the appropriate campus office to complete a Short or a Long Term Medication Registration Log and if necessary a Medical Authority Form when medication is required to be administered during school hours;
- 3.2 ensure that they collect the medication from the respective campus office and administer the correct dose to the right student at the nominated time as per the instructions on the Short or the Long Term Medication Registration Log accompanying the medication;
- 3.3 only administer medication that is accompanied by either a completed Short or Long Term Medication Registration Log and/or a Medical Authority Form if required;
- 3.4 accurately record the administering of the medication on the Short or Long Term Medication Registration Log;
- 3.5 return the medication and documentation to the appropriate campus office on completion;
- 3.6 contact the Poisons Information Line on 13 11 26 should a wrong dosage be given and notify the parent/carer of the error and action taken;
- 3.7 protect the privacy and confidentiality of students receiving medication at the School.

4. **Nominated first aid staff** must:

- 4.1 ensure medication required to be administered during school hours is accompanied by either a Short or a Long Term Medication Registration Log and/or a Medical Authority Form if required;
- 4.2 deal with parents/carers regarding the medication administration and storage and monitor expiry dates of medication held at the School;
- 4.3 maintain records of Short and Long Term Medication Registration Logs and Medical Authority Forms;
- 4.4. protect the privacy and confidentiality of students receiving medication at the School.

Legislation:

- Working with Children Act 2005

Resources:

- Poisons Information Line 13 11 26
- DET School Policy & Advisory Guide – Medication
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- DET Medication Authority Form
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>
- DET Medication Administration Log
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

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Evaluation:

This policy will be reviewed as part of the School's three-year review cycle.

- Review Date: 2019

This policy was last ratified by School Council in: **March 2016**