

**Policy Document No:** ELC31  
**Category:** Early Learning  
**Topic:** Medication Policy



**Date of Issue:** December 2011  
**Last review date:** December 2016

### Considerations

- Philosophy:** Provide safe administration of medications to children in the Early Learning Centres.
- Parents Requirements:** Must provide the appropriate medication with written authorisation to ensure safe delivery to their child.
- Staff Requirements:** Must keep a medication record that includes details for each child for whom the medication is to be administered to. Ensure teachers abide by their duty of care by assisting students to take their medication where appropriate. Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed. Communicate to parents on enrolment the medication policy and parents responsibilities. Protect student privacy and confidentiality to avoid any stigmatisation
- Management needs:** Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed. Must ensure staff keep a medication record that includes details for each child for whom the medication is to be administered to. Protect student privacy and confidentiality to avoid any stigmatisation. Must provide a facility to store medications as appropriate and budget for this.

### Legislation and Sources

*Education and Care Services National Regulations, Part 4.2, Division 4, Chapter 92*  
*Department of Education and Early Childhood Development, Student Health*  
*Staying Healthy in Childcare 2011*

## **Policy Statement**

To ensure all education services at Mount Scopus Memorial College store and administer medication correctly. This relates to all medications including prescription and non-prescription medication.

Short term medications, specifically antibiotics, vitamins and homeopathic medications will not be routinely administered in the Early Learning Centres. Parents are to discuss with their doctor, the option of being prescribed a twice daily dose of antibiotics. If prescribed three times a day, the dose is to be given before school, after school and at bedtime.

### **Responsibilities of Parents:**

- Inform staff caring for their child that their student needs to be medicated.
- Complete/review a medication permission form at least weekly when the child attends the centre, and medication is required (Attachment 1).
  - Hand the medication and the medication record form to the child carer upon arrival at the centre. Parents must not leave medication in the child's bag.
  - Collect medication on departure from the centre.
  - Confirm the child was given the required medication by speaking with appropriate staff on collection of the child.

### **Responsibilities of Staff:**

- During orientation clearly explain to parents the centre's policy for administering medication, including paracetamol, and the parents responsibilities.
- To explain to, or give to parents/guardians a copy of the Medication policy on request or on receipt of any medications.
- Must keep a medication record that includes details for each child for whom the medication is to be administered to.
- Explain to all parents the centre is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given.
- Ensure parents fully complete the correct medication record form (Attachment 1).

- Ensure parents deliver medication to a staff member, so that it can be stored securely (out of children's access) and at the recommended temperature (e.g. in the fridge, cupboard etc).
- Ensure all S4 medications e.g. Ritalin, are stored in a locked cupboard.
- Ensure medications are not left in the children's bags where other children may gain access.
- Ensure medication is administered promptly at the prescribed intervals.
- All medication must be checked by two staff members before being administered to children. The medication record form is to be signed by the staff member administering the medication. The staff member who has cross-checked that the correct medication and dose has been given to the correct person at the right time according to the Medication Permission Form must also sign the form.
- Ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- Ensure the correct student receives their correct medication, in the proper dose, via the correct method such as inhaled or orally and at the correct time of day.
- Advise parents that the centre is unable to administer a medication at a different dosage or frequency other than that recommended on the medication label, unless alternative written advice is received from a medical practitioner.
- Protect student privacy and confidentiality to avoid any stigmatisation.
- Release the student from class to obtain their medication.

#### **Management Responsibilities:**

- During orientation clearly explain to parents the centre's policy for administering medication, including paracetamol, and the parents responsibilities.
- To explain to, or give to parents/guardians a copy of the Medication policy on request or on receipt of any medications.
- Protect student privacy and confidentiality to avoid any stigmatism.

- Must provide a facility to store medications as appropriate and budget for this.

### **Nurses Responsibilities:**

- Explain to all parents the centre is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given.
- Ensure parents fully complete the correct medication record form.
- Ensure parents deliver medication to a staff member, so that it can be stored securely (out of children's access) and at the recommended temperature (e.g. in the fridge, cupboard etc). Must keep a medication record of all long term medication, which includes details for each child for whom the medication is to be administered to.
- Ensure all S4 medications e.g. Ritalin, are stored in a locked cupboard.
- Ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- Ensure the correct student receives their correct medication, in the proper dose, via the correct method such as inhaled or orally and at the correct time of day.
- Advise parents that the centre is unable to administer a medication at a different dosage or frequency other than that recommended on the medication label, unless alternative written advice is received from a medical practitioner.
- Protect student privacy and confidentiality to avoid any stigmatisation.

## **Practices and Procedures for Administration of Medication**

### **The Short Term Medication Record (Attachment 1) must include:**

- The name of the child.
- Authorisation to administer medication signed by a parent/guardian or the child's doctor.
- The name of the medication to be administered.
- The time and date the medication was last administered.
- The time and date, or the circumstances under which, the medication should be next administered.
- The dosage of the medication to be administered.
- The manner in which the medication is to be administered (e.g. orally).
- The name and signature of the person who administered the medication

**Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's action and management plans.

**When the medication is administered to a child the record must include:**

- The dose that was administered
- The manner in which the medication was administered.
- The time and date the medication was administered.
- The name and signature of the person who administered the medication.
- Except in the case where there is only one educator to educate and care for the children, a second person must also check the medication to be administered (the class teacher and the class teachers assistant). They must also check the identity of the child to whom the medication is to be administered. Both staff must sign the medication record.

**Note:** It is not the school's role to:

- interpret behaviour in relation to a medical condition
- monitor effects of medication

**Medication must only be administered under the following circumstances:**

- Authorisation to administer medication signed by a parent/guardian or the child's doctor.
- In the case of an emergency, a verbal consent may be given by a person or parent named in the child's enrolment record as authorised to consent to administer medication, or a medical practitioner or emergency service.

**Exception to authorise in an anaphylaxis or asthma emergency:**

- Medication may be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency. e.g. if an asthmatic students blue reliever puffer is not readily available, one should be obtained from the first aid kit and given immediately.
- If medication is administered in this circumstance, the parent of the child or emergency services (000) must be notified.

**Procedure for administration of medication:**

- If the medication has been prescribed by a registered medical practitioner, then it must be in its original container, bearing the original label with the name of the child to whom the medication is to be administered, with the dosage and time to be administered, and be before the expiry or use by date. All other medications must also be in their original containers and not be out of date.
- The medication must be stored according to the product instructions, particularly in relation to temperature.
- No child is 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.

- No medications are to be kept in a child's bag. All medications are to be stored with the appropriate teacher, carer or in the Health Centre. All S4 medications (e.g. Ritalin) are to be kept in a locked cupboard in the Health Centre or Early Learning Centre.
- No child is to be allowed to use medication by anyone other than the prescribed student.
- Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

**Furthermore:**

Mount Scopus Memorial College staff 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. The exception to this is administration of the above medications by Registered Nurses Div 1, with parental consent.

**Storage of medication:**

Medication is to be stored for the period of time specified in the written instructions received

- The quantity of medication provided is not to exceed a week's supply, except in long-term continuous care arrangements.

Medication is to be stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from the classroom
- away from the first aid kit.
- advise parents that the centre will not administer medication that is labelled for another person or that is past the recommended 'use by' date.
- Any unused medication is to be given to the parents/guardian when the orders for its administration have expired. Any 'out of date' medication is to be returned to the parent for disposal, or disposed at the centre with parental consent.

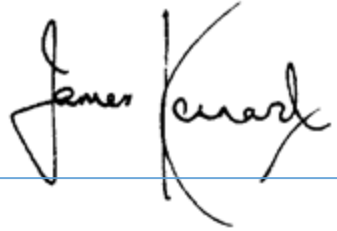
**Medication error:**

1. If required, follow first aid procedures outlined in the Anaphylaxis Management Plan or CPR guidelines.
2. Ring the **Poisons information Line, 13 11 26** and give details of the incident and student.
3. Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4. Contact the parents/guardians or the emergency contact person to notified them of the medication error and action taken.
5. Review medication management procedures at the school in light of the incident.

**Attachments**

1. Short term Medication Record
2. Long Term Medication Record

**Approved by College Principal:**



A handwritten signature in black ink, appearing to read "James Kinard", is written over a horizontal blue line. The signature is cursive and somewhat stylized.

**Date: December 2016**





## Attachment 2

# Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from section 4.5 *Student Health* in the Victorian Government School Reference Guide: [www.education.vic.gov.au/referenceguide](http://www.education.vic.gov.au/referenceguide).

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_ Review date for this form: \_\_\_\_\_

**Please Note:** wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

### Medication Storage

Please indicate if there are specific storage instructions for the 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.

### Self-management of medication

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 follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

## 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

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.

## Authorisation:

**Name of Medical/health practitioner:**

Professional Role:

Signature:

Date:

Contact details:

**Name of Parent/Carer or adult/independent student\*\*:**

Signature:

Date:

If additional advice is required, please attach it to this form

\*\*Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).