

Quick Guide Implementing the Policy Medication to Students

Implementing the policy

Long Term Medication

- Enrolment form/parent teacher interviews used to identify health conditions and whether to implement this policy
 - If YES, then provide copy of information letter for parents ([app 1](#)) and seek permission to contact doctor ([app 2](#))
- Only parents have to complete medication administration form ([app 3](#))
 - No longer require doctor's signature. Doctor's involvement is evident on instructions on pharmacy label (has prescribing doctor's name on it).
 - Schools to only support students that have medicine prescribed to them by a doctor.
 - Schools can develop their own procedure for dealing with non-steroidal eczema creams
- Principal conducts an initial assessment of potential points of risk for health condition before meeting up with the parents.
- Meet with parents to develop the student's individual health care plan ([app 4](#))
 - This plan spells out how to accurately manage the health condition
 - The plan is reviewed annually and when certain changes occur
- Parents provide all medication to the school in the original container
 - Should not be up to the school to stock paracetamol
 - Prescribed medication to have a pharmacy label on it
- Provide general education to staff and students about the health condition, including anaphylaxis face sheet ([app 5](#))
- Only nominated staff to give the medication
 - Such staff to receive specific training on the health condition
 - Will accompany student on excursions
 - Abide by 5 rights of medication administration ([app 6](#))
- Keep records of occasions when medication is given ([app 7](#))

- Notify OHS Section via WSS when mistake is made on medication administration.
- Make sure medication is suitably stored
- In event of a medical emergency, follow emergency response procedures for anaphylaxis, asthma, epilepsy and diabetes ([app 8](#), [9](#), [10](#), [11](#))
- Conduct risk assessment to determine whether extra stocks of asthma medication or adrenaline is required in first aid kits.
- Self-administration can occur following parental request and principal agreement.
- Keep suitable records
- Give copy of the health care plan to parents if student enrolls in another school.

Implementing the policy

Short Term Medication

- Only parents have to complete medication administration form ([app 3](#))
- Parents provide all medication to the school in the original container
- Only nominated staff to give the medication, ensuring that they abide by 5 rights of medication administration ([app 6](#))
- Keep records of occasions when medication is given ([app 7](#))
- Notify OHS Section via WSS when mistake is made on medication administration.
- Make sure medication is suitably stored

Implementing the policy

Paracetamol

- Get parent's authority annually to allow paracetamol to be given to student ([app 12](#))
- Parents provide all medication to the school in the original container
- Paracetamol may be given to a student if in pain
- Try contacting parents first before giving one dose
- Require parents to pick up student if symptoms not alleviated
- Keep records of occasions when medication is given ([app 7](#))
- Excursion form - [Medical information and Consent](#) to be completed for overnight camps