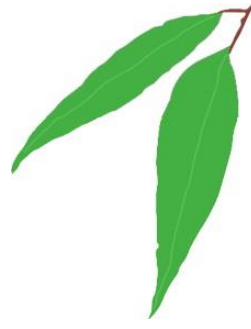


# MEDICATION MANAGEMENT POLICY



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Primary School

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## Rationale:

Tea Tree Gully Primary School is committed to providing a safe learning community, where all children are supported to participate safely and fully in their education. This policy has been created to ensure that all children receive the correct medication, as prescribed by medical professionals.

## Important Terms:

**'Medication'** refers to all prescribed, non-prescribed, over the counter and alternative therapies that are administered in an education and care service. It excludes sunscreen, nappy rash cream, lip balm or moisturiser where it is unmedicated.

**'Emergency Medication'** refers to medication which must be administered in response to a medical emergency or as a First Aid response. It includes adrenaline autoinjectors (EpiPen), asthma reliever inhaler (Ventolin), and prescribed emergency medications. and out of the classroom.

**'Unmedicated creams, balms or drops'** refers to sunscreen, nappy rash cream, lip balm or moisturiser.

**'Controlled drugs'** refer to schedule 8 drugs that may be prescribed to children such as psychostimulant medication for the management of ADHD or oxycodone for chronic pain relief.

## Medication Administration:

Medication cannot be administered at school without written advice on a medication agreement, with the exception of emergency medication.

- All sections of the medication instructions must be completed and match the pharmacy label on the medication.
- All requirements listed on the 'authorisation and release' section must be checked and parent or guardian details entered.
- The agreement section must be completed by a treating health professional.
- A single medication agreement is used for medication to be administered to a child.
- A multiple medication agreement is used for multiple medications to be administered to a child.

- All medication agreements should be reviewed at least annually for continuing medication. Where a 'review date' has expired, the medication agreement remains valid until an updated form is received. A review date is **NOT** an expiry or end date. Where an 'end date' is included on the form, the medication agreement is no longer valid when that date has expired and a new medication agreement must be completed.
- At Tea Tree Gully Primary School, children cannot self-administer medication.

### Emergency Medications:

- Adrenaline autoinjectors and asthma reliever puffers can be given as a first aid response to any child, staff or visitor.
- Where a child has been prescribed emergency medication, it should be administered in line with their ACSIA action plan or asthma care plan.

### Storing Medication:

- Medication must be stored safely and securely in line with manufacturer's instructions.
- All medication must be stored in the original container with a pharmacy label.
- Emergency medication must be stored safely, but be easily accessible at all times.
- Asthma reliever inhalers (Ventolin) must be readily available at all times including before and during exercise. Generally children are responsible for their own inhalers and the need for a child to have ready access to their inhaler should override any concerns about misuse by others.
- Controlled drugs must be stored in a locked cupboard. Only authorised persons are to have access to controlled drugs. Controlled drugs must be recorded on the controlled drugs register and a daily stock count done, endorsed with the names and signatures of two staff members. Any discrepancies with the medication must be reported to the police.
- All transactions involving controlled drugs must be recorded on the controlled drugs register. When controlled drugs are delivered to the education service or given back to the parent or guardian they must sign the controlled drugs register.
- Where the medication is routine and required regularly, education services can store up to a week or term's supply on site,
- Medication that is required short-term should be provided daily or weekly.

### Response to side effects:

- If the child has collapsed or is not breathing following medication administration, call 000 and follow standard first aid.

- If the child presents with unusual symptoms or behaviours following medication administration, but it's not a medical emergency contact the parent or guardian immediately.

### **Medication errors, incidents or queries:**

- If the incorrect dose or incorrect medication has been administered, do all of the following:
  - If the child has collapsed or is not breathing call 000 and follow standard first aid.
  - If there is no immediate adverse reaction phone the Poisons Information Centre on 131 126 and follow the advice given.
  - Notify the parent or guardian.
  - Document in medication log.
  - Complete a medication advice form and forward to the parent or guardian. Keep a copy in the child's file.
  - Report on the Incident and Response Management System (IRMS). All medical incidents that require medical treatment and all near miss medication administration incidents must be reported on IRMS within 24 hours of the event.
  - Review medication management and administration procedures at the education service to identify areas for improvement.

### **Principal Responsibilities:**

- The Principal is ultimately responsible for all controlled drugs that are held on site, however may delegate the authority to manager and administer to staff.
- The Principal is responsible for ensuring education staff are available and appropriately trained for the administration of medication in an education setting.

### **Staff Responsibilities:**

- Two staff members must be present during medication administration.
- Staff members who administer medications must be competent and willing to administer the medication. Staff have a duty of care to administer medication if the response requires the medication to be administered immediately to prevent serious illness (see emergency medication).
- Medication must be administered to one child at a time.
- The medication log must be completed each time medication is administered. One medication log is required for each child, and for each medicine.

- Both staff members must print their name and initial the medication log confirming all details are correct and the medication rights checklist has been followed.
- When all rows on the medication log have been completed, or when the medication is no longer required, the log must be closed, a copy given to the parent/guardian and the original filed in the child's record.
- When medication has not been administered the parent or guardian must be notified immediately, and a medication advice form completed.
- Medication should be administered in the same room as medication is kept.

### Parent Responsibilities:

- Children and young people should not be given a first dose of a new medication at school. Emergency medications are exempted.
- Generally medication that requires administration 3 times a day should be administered outside of school hours (at home in the morning, after school and in the evening).
- The parent or guardian is responsible for providing all medication and administration equipment. All medications must be in an original pharmacy container and have a pharmacy label with the child's name, date of dispensing, name of medication, strength of medication, dose, when the dose should be given, other administration instructions and expiry date.
- Where a young child requires medication and a medication agreement is not available, arrangements must be made for the parent or guardian to attend the site to give the medication, with the exception of emergency medication.

### Unmedicated creams, balms or drops:

- Unmedicated creams, balms or drops can be applied by education staff at the request of the parent or guardian.
- The parent or guardian must give clear instruction on when and how much to administer. This can be done via:
  - Verbal agreement and expectation with no documentation, or
  - By completing a medication log, or
  - By advising via text message (Seesaw) or email that the product has been applied.

### Limitations:

- Medication labelled 'to be taken as required', 'as directed', or similar does not provide enough information and cannot be administered by education staff. Exceptions include

where an emergency medication management plan, an ASCIA action plan, or an asthma care plan is in place.

- Education staff can observe and document behaviours post-administration but cannot interpret behaviour in relation to a medical condition or monitor the effects of the medication.
- Pain relief such as paracetamol or ibuprofen are not permitted in education or care services as medication for first aid.

### **Relevant Services:**

- Poisons Information Centre – 131 126
- Women’s and Children’s Hospital non-urgent medication information and advice – [medinfo@sa.gov.au](mailto:medinfo@sa.gov.au) or (08) 8161 7555.
- <https://edi.sa.edu.au/library/document-library/controlled-procedures/health-support-planning-medication-management-in-education-and-care#emergencymed>