

Burton Primary School Policy and Procedure for Medication Management

Overview

This policy ensures that Burton Primary School complies with the South Australian Department for Education's medication management guidelines.

Burton Primary School is committed to:

1. Outlining clear procedures for the safe administration, storage, and management of medications within the school environment.
2. Ensuring that the management of prescribed, over-the-counter, and alternative therapies aligns with South Australian Department for Education procedures.
3. Promoting the safety and wellbeing of students through effective medication practices.

Scope

This policy applies to:

- All students at Burton Primary School.
- Parents and carers of students requiring medication.
- Teachers, staff, first aiders, and other personnel directly involved in the care and management of students requiring medication.

Roles and Responsibilities

- **Principal:** Ensure systems are in place, staff are trained, and procedures are followed.
- **Staff:** Follow the 8 rights of medication administration and maintain accurate records.
- **Parents/Guardians:** Provide medication in original pharmacy packaging with a completed **Medication Agreement**. Please refer to link for Medication Agreement criteria.
- **Students (where appropriate):** May self-administer with a completed **Decision-Making Tool** and principal approval.
- **Health Professionals:** Collaborate with parents/carers and school staff to create **Medication Agreements** and correct labelling of medication

[Medication Agreement \(HSP151\)](#)

[hsp154-decision-making-tool-for-medication-administration.docx](#)

Medication cannot be administered unless proper documentation, training, and authorisation are in place.

Procedure

1. Authority to Administer

- Medication will only be administered with a valid **Medication Agreement** (HSP151 or HSP152).
- Emergency medication (e.g., EpiPen®, Ventolin®) may be given as per a student's **ASCIA Action Plan, Asthma Care Plan, or Emergency Medication Management plan**.
- First doses **must not be given at school** (except for emergency medications). Due to the dangers of an adverse reaction the first dose must be supervised and monitored by a parent, guardian or health professional.
- **Health Support Agreement** and/or a **Safety and Risk Management Plan** is required for students needing ongoing medical care:
 - [Health Support Agreement](#) (DOCX 127 KB)
 - [Safety and Risk Management Plan](#) (DOC 139 KB)

[Medication Agreement \(HSP151\)](#)

[Multiple Medication Agreement \(HSP152\)](#)

2. Administration of Medication

- Follow the **8 Rights of Medication Administration**: right child, right medication, right dose, right strength, right time, right route, right documentation, right to refuse.
- Two staff members must be present when administering medication
- Record each administration on the **Medication Log (HSP155)**.

[Medication Rights Checklist \(HSP156\)](#)

[Medication Log \(HSP155\)](#)

3. Refusal, Errors, and Incidents

- If a child refuses medication, notify parents/guardians immediately and document using a **Medication Advice Form (HSP157)**.
- In case of a medication error:
 1. Call 000 if the child collapses or is not breathing.
 2. Call the **Poisons Information Centre** (131 126) if no immediate reaction.
 3. Notify parents/guardians.
 4. Complete a **Medication Advice Form** and report on **the department's incident management system (IRMS/Incident 360)**

[Medication Advice Form \(HSP157\)](#)

[Medication Error Flowchart](#)

4. Storage, Security, and Disposal

- Store all medications in a locked cupboard or fridge (as required) in original packaging.
- Emergency medication must be accessible at all times.
- Controlled drugs must be stored in a locked cupboard and recorded in the **Controlled Medicines Register (HSP158)**.
- Unused or expired medication must be returned to parents/guardians or taken to a pharmacy for safe disposal.

[Controlled Medicines Register \(HSP158\)](#)

5. Training and Education

- Staff administering medication must complete required training, including:
 - **HLTAID012 Emergency First Aid**
 - **ASCIA Anaphylaxis e-Training**
 - **Asthma First Aid for Schools**
 - Diabetes and seizure management training (if relevant).

[ASCIA Anaphylaxis e - Training](#) – training resources and modules

[Asthma First Aid for Schools](#)

[Diabetes in Schools Training](#)

Related Legislation

- [Controlled Substances Act 1984 \(SA\)](#)
- [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#)
- [Work Health and Safety Act 2012 \(SA\)](#)

Policy Review

This policy will be reviewed regularly (at least every three years) and revise the policy earlier if required by changes in regulations, school needs, or student circumstances.