



# Administration of First Aid POLICY

## **Rationale:**

From time to time, many students attending school may need medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

Allansford and District Primary School will follow the Department's policies and procedures in relation to the administration of medication for students.

## **Aims:**

- To ensure that medication is administered appropriately to all students in our care.

## **Implementation:**

### Medication Management Procedures

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (Appendix A) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- within its expiry date
- stored according to the product instructions, particularly in relation to temperature.

If necessary, Allansford and District Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

### Administration of Medication

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication noting the name of the student, dosage and time to be administered.

The principal or staff member administering medication must ensure that:

- the student receives.
  - the correct medication.
  - in the correct dose.
  - via the correct method (such as orally or inhaled).
  - at the correct time of day.
- a log is kept of the medicine administered; and
- Medication Authority Form (Appendix A) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log

Our school 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
- allow a student 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
- allow use of medication by anyone other than the student to whom it is prescribed

**Note:** Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

#### Self-Administration

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

**Note:** The Principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

- the medication does not have special storage requirements, such as refrigeration
- doing so does not create potentially unsafe access to the medication by other students

#### Storing Medication

Allansford and District Primary School will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is 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

#### Student Information

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

#### **Evaluation:**

This policy will be reviewed annually.

This policy was last ratified by School Council in....

February 2021