

Policy & Procedure Document

Policy number	4.12	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Student Welfare		

Title: Distribution of Medication

Purpose:

This policy is designed to ensure that all medication for students at The Avenue School that may be required to be managed by the school whilst the student is under the care of the school is stored and administered correctly.

Aims:

- To outline The Avenue School's processes and protocols regarding medication management.
- To protect student privacy and confidentiality in relation to medications and illnesses.
- To ensure authorized staff members abide by their duty of care by assisting students to take their medication where appropriate.

Medication Authority

Details of students' medical conditions that require medication while at school are recorded on the Medical Alert Register. All medication requirements must be documented on a Medications Authority Form and be held with the student's health & wellbeing plan.

Students with anaphylaxis, asthma or severe allergies are required to have action plans in place. Refer to the Anaphylaxis Management Policy for further information.

In circumstances where clarification is required from the student's medical practitioner, The Avenue School will seek permission prior to contact being made. General advice may be gained from medical practitioners without disclosing the student's identity.

Non-prescribed medicines such as paracetamol or analgesics must not be administered to students and are not kept on the premises.

In the event that a student is unable to administer their own medication The Avenue School will ensure medication to be administered is:

- Accompanied by the written advice of the parent/guardian including the directions for appropriate storage and administration,
- In the original bottle or container clearly labelled with 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.
- Student's personal medication will be kept securely in the Administration Office.

When administering medication, the assigned First Aider must ensure:

- The correct student receives their correct medication.
- The dosage is correct.

Page No:	1	Date:	8/12/2024
Distribution of Medication Policy			

- The dosage is administered by the correct method, such as inhaled or orally.
- The dosage is given at the correct time of day.
- Details are recorded on the medication log which is kept on the student's file.

Teachers in charge of students at the time their medication is administered must be informed that the student needs to have medication administered and release the student from class to obtain their medication.

Non-prescribed medicines such as paracetamol or analgesics must not be administered to students and are not kept on the premises.

Medication Error

If a student takes medicine incorrectly:

- Ring the Poisons Information Line, 13 11 26 and give details of the incident and student.
- Act immediately upon their advice, such as calling an ambulance, on 000.
- Contact the parents/guardians to notify them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.

Associated documents:

- First Aid Policy
- Medication Authority Form
- Care Arrangements for Ill Students Policy
- Medical Information Form
- Anaphylaxis Management Policy
- Medical Alert Register

Page No:	2	Date:	8/12/2024
Distribution of Medication Policy			