



AUSTRALIAN INTERNATIONAL ACADEMY

MEDICATION POLICY

Last Review Date: March 2016

Review Date: March 2018

1. PURPOSE

- To ensure that medications are administered appropriately to students in our care
- To educate staff and parents about their roles and responsibilities in relation to duty of care

2. GUIDELINES

- Children who are unwell should not attend school
- The school nurse / first aider will administer all medication unless it is required outside of school hours
- Parents must provide written permission for medication to be administered
- Non-prescribed oral medications (e.g.: head-ache tablets) will not be administered by school staff
- The school principal will ensure that procedures for administering medications are followed and communication occurs between parents, school staff and appropriate health professionals. These communication records will be kept safely for legal and medical reasons.
- Safety procedures must be followed when dealing with contagious substances

3. IMPLEMENTATION

- All parent requests for administering of prescribed medications to their child must be in writing on the form provided and must be supported by specific written instructions from the a medical practitioner or pharmacist's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- Requests for prescribed medications to be administered by the school 'as needed' will cause the principal to seek further written clarification from parents
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate
- Teachers will be informed by the school nurse of prescribed medications for students in their charge, and teachers will release students at prescribed times so that they may visit the first aid room and receive their medications from the school nurse

- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'teacher in charge' in a manner consistent with the above procedures, with all details recorded for record keeping in the medications register on return from the excursion or camp
- Staff, students and parents will follow the guidelines for authorised and unauthorised drug use
- Safety procedures must be followed if dealing with needles, used syringes, blood and body fluid. A staff member should be informed if a student is bleeding so that the student can be cleaned safely.

4. AUTHORISED DRUG USE

Asthma Medication

- Parents should provide an Asthma plan prepared by their doctor, for their child and present it to the school
- Asthma sufferers should have asthma medication with them at all times
- Spacers and Ventolin puffers will be available in the first aid room at school

Analgesic Use

- Where a child complains of a headache or muscular aches, the school will not administer paracetamol and parents/guardians will be contacted

5. AUTHORISED DRUG USE

- When under the school's jurisdiction, students are not permitted to use any drug or to be under the influence of a drug substance

Tobacco – The school is a smoke free environment and students are not permitted to possess or use tobacco products

Inhalants – Students are not permitted to inhale or ingest any chemicals or solvents

Alcohol – Students are not permitted to possess or consume alcohol

6. EMERGENCIES

Emergency situations requiring the administration of prescribed medication

- Emergency situations include those arising from asthma, diabetes and serious allergic reaction. It is the responsibility of the parent/guardian to provide the school with adequate information regarding the details of the student's medical condition which may require specific action and or treatment under emergency conditions.
- Staff should provide assistance to a student in an emergency situation and take action to prevent or reduce harm

7. RECORDS

- All recorded data and agreements to the administration of medication should be kept in secure place and maintained by the school nurse
- These records are confidential and the collection, storage and security will be the responsibility of the principal and school nurse

8. STORAGE OF MEDICATION

- Prescribed medication which is to be administered by the school nurse or first aider will be safely stored in a lockable cupboard which can only be accessed by authorised personnel
- Medications which require refrigeration will be under the care of the nurse and stored in a secure container in the first aid room refrigerator
- All medication should be clearly labelled (this is the responsibility of the parent/guardian) to show the name of the medication, student name, dosage and frequency

Appendices

1. Student Medication Record
2. Medication Request Form
3. First Aid Kits

STUDENT MEDICATION RECORD

Student's Name: _____

Date	Name of Medication	Dosage	Time Given	Given By

To be confidentially stored until the student is 25 years old
Year document to be destroyed _____ (Year)

MEDICATION REQUEST FORM

DATE:

PARENT'S NAME:

ADDRESS:

TELEPHONE:

(Business hours)

Dear Principal,

I request that my child _____ be administered
(Child's name)
the following medication whilst at school, as prescribed by the child's medical practitioner.

NAME of MEDICATION:

DOSAGE (AMOUNT):

TIME:

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

(Parent Signature)

First Aid Kits

All first-aid kits in the school must be marked with a white cross on a green background.

If possible, first-aid kits should be kept near to hand washing facilities.

Priority contents of a first-aid kit

- a) 20 individually wrapped sterile adhesive dressings (assorted sizes)
- b) two sterile eye pads
- c) four individually wrapped triangular bandages (preferably sterile)
- d) six safety pins
- e) six medium sized (approximately 12cm x 12cm)
- f) individually wrapped sterile unmedicated wound dressings
- g) two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- h) disposable gloves

Travelling first-aid kits

- Before undertaking any off-campus activities, the teacher should assess what level of first-aid provision is needed
- The school nurse must ensure that where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid kits is:
 - a) six individually wrapped sterile adhesive dressings
 - b) one large sterile unmedicated wound dressing - approximately 18cm x 18cm
 - c) two triangular bandages
 - d) two safety pins
 - e) individually wrapped moist cleansing wipes
 - f) one pair of disposable gloves