Medication Policy

The management of student health conditions, including the administration of medication is a courtesy provided by a school consistent with their duty of care. At Mackenzie State Special School we will administer medication to students in school hours so as to enable a student maximum participation in school activities. This policy seeks to ensure the management of student health conditions and the administration of medication is conducted in a manner which optimizes the health, safety and well-being of all staff and students.

Consistent with Education Queensland Position Statement – “Administration of Routine and Emergency Medication and Management of Health Conditions” (2001), the staff at this school are not permitted to administer over-the-counter medications unless specifically prescribed by a medical practitioner. For the purpose of this policy, over-the-counter medications will include analgesics such as panadol and homeopathic medicines.

If your child requires medication to be administered within school hours, please contact the school office so that the appropriate forms can be forwarded to you.

For any medication administration by school staff, it is a requirement of this school that:

1. A doctor's letter must accompany all requests for medication administration.

2. The Parent / Guardian complete a Request for Medication Administration form requesting the administration of the medication.

3. The prescribed medication is provided in original packaging bearing the child’s name and is labeled with instructions for the administration by the Pharmacist.

4. Parent / Guardians notify the office in writing of any changes to the prescribed medication and complete a new request form.

5. Approval for a staff member to administer medication at school to a student must be given by the Principal.

6. Parent / Guardians must notify the office in writing if the prescribed medication is to be discontinued. A telephone call is also recommended to check that the message has been received.

If your child requires prescribed medication to be given within school hours or if there is a change to the existing medication, it is necessary to provide the school with the required information and documentation BEFORE the medication can be administered by school staff.
A register is maintained in each classroom for the purpose of recording all occasions when school staff administer medication in accordance with this policy. This register records the student's name, date and time of administration, name and strength of medication, dosage and the signatures of the person who administered each dose.

When the medication arrives at school it is first checked by two staff and a record kept of the amount of medication to be stored. It is then locked in the medicine cabinet in the classroom. In this way our school can ensure that all medication is accounted for at all times.

This policy and the blank Request for Medication Administration form will be forwarded to each family at the start of the school year.

Where a doctor has prescribed medication for a student to take during school hours to allow that student to function effectively in the school environment, it is critically important that the medication as prescribed be available for the school to administer. Consistent with the school's duty of care, a student may not be admitted until the medication is made available for the school to administer. To do otherwise places the student and others in the school at unacceptable risk.

Classroom Procedures:

- An Authorized Request for Medication Sheet should be held on file in the office and a copy of this form should remain visual in the classroom.
- The Medical Administration Sheets should be completed at the time the medication is administered by the teacher and co-signed by another staff member. This provides protection against claims of incorrect medication.
- Completed Medical Administration Sheets should be returned to the office and placed in the student's official file. In this way if tablets are found missing or remaining at the end of a batch, we have a mechanism for checking that the administration has been in accordance with the prescription.
- When medication arrives at school, please count the tablets in the packet and note this on the Medical Administration Sheet and again have your count co-signed. At this time indicate the number of tablets remaining from the last batch and the number in the new batch. In this way we can keep a better track of the medication.
- In the event of a changed authorization of medication, all remaining medications from past prescriptions should be sealed and sent home and a record of this action be made on the Medication Administration Sheet.
- If students are going to a specialist lesson, the aide takes the medication and supporting authorization to the lesson and the specialist teacher administers the medication and the aide co-signs the medication sheet.
- When students self medicate they should still inform the teacher who should witness the administration and record the action on the Medication Administration Sheet.
This policy has been developed to ensure the well-being of all staff and students at our school.

Related Legislation:
Workplace Health and Safety Act 1995
Health Drugs and Poisons Regulation 1996

Related Education Queensland Policy:
HS-07 Occupational Health and Safety
HS-14 First Aid Policy in State Schools, DOEM
HS-18 Infection Control Policy and Guidelines, DOEM
LL-06 Crown Acceptance of Legal Liability for Actions of Crown Employees