



# Littlehampton Primary & Preschool

## ADMINISTERING MEDICATION

Developed 2009, updated 2016

### Location of First Aid Medication, Supplies- School

The first aid room is located in the Front office between the finance office and Coordinator room. The supplies and medications are stored in a blue metal cabinet inside the cupboard. Medications are placed in named individual baskets, coded as follows:

- Green baskets for anaphylactic medications
- Blue baskets for boys for any other medication
- Pink baskets for girls for any other medication

The named baskets are kept in alphabetical order. Red dots identify students in Molly Miels building, and students in Rooms 10, 11 & 12. This is done for quick identification in the event of moving to bushfire ready buildings. Note that some students have both a green and a blue/pink basket.

### Location of First Aid Medication, Supplies- Preschool

- The first aid cupboard is located in the kitchen, and is identified by a white cross first aid sign. Medications are placed in green baskets with child's name for anaphylactic/ asthma medication
- For quick identification photo ID is also posted on front of the First Aid Cupboard with condition and emergency contact

### Health Care Plans

Individual Health Care plans are stored alphabetically in a the white folder labelled "First Aid Care Plans" and are located in the bookshelf on the left as you enter the room. Copies are also located with the student's medication in baskets in First Aid cupboard. A copy of the HEALTH CARE PLANS MUST BE KEPT WITH MEDICATION AT ALL TIMES.

- Health Care plans must be taken with the teacher on excursions.
- Children with health care plans for anaphylaxis should be kept in the teachers group for ready access to medication should this be required. Epi pens should be placed in an insulated pouch.
- When medications are taken on excursion, please turn the basket upside down to indicate that the basket is empty for a good reason.

### Incoming Medication

Any incoming medication that is required to stay at school is to be placed in the basket in the front office and processed and recorded in the green New Medication Received folder (type of medication/expiry date/person receiving). This is usually the job of the Senior First Aid person.

### Requirements when Administering Medications- School

From time to time children are on a course of medication prescribed by a medical practitioner, and parents request school staff to administer medication at school or preschool. We ask that parents consult their doctor to see if the medication can be administered at home. E.g. If it is to be administered three times a day, can the child take it immediately before school, immediately after school and then later in the evening. If this is not possible, here are the procedures;

- The medication must be in the original bottle or container, marked with the child's name;
- There must also be written instructions from the medical practitioner, and these must match the instructions on the medication **OR completion of an Interim 24 Hour Parental Authorised Medication form** by parent or guardian (refer to form); This form can only be used if it is NOT the child's first dose.

- This medication & written information will be handed to the staff who will organise storage, log information on a register and (school admin staff will also inform the class teacher);
- The class teacher will be asked to send the student at the correct time. While the class teacher will make every effort to ensure the child is sent for the medication at the correct time, there may be times in the busy school day when this does not happen;
- Medication procedure also applies to the administration of over the counter medications such as mild pain relief (eg. panadol,) cough mixture and throat lozenges.
- **Panadol, throat lozenges & cough mixture or any prescription or non-prescription medication must not be kept in their bags but given to the front office by parent. Our staff will administer this medication only with written directions from a medical officer/pharmacist or completion of Interim 24 Hour Parental Authorised Medication form.**
- The staff on first aid duty for the day will check the medication logs, and follow up;
- If there is an error in administering the medication, eg. Incorrect dose, several days missed or administered to the wrong child, then the principal and senior first aid officer are to be informed, who will follow up the necessary processes to ensure appropriate treatment for child, document and inform parents.

For more ongoing health issues which require medication, students must have a HEALTH CARE PLAN, completed by their medical practitioner, with detailed instructions to staff. Parents can collect this form from the front office, if their child has more serious on-going needs for medication.

#### **Requirements when Administering Medications- Preschool**

- Medication is to be handed to staff by parent and is to be stored appropriately
- Staff will record medication in the medication log with appropriate information
- Health Care Plans must be provided by parents for known needs (eg. asthma) and regular checks will be made to make sure all medication is within its use by date
- Staff will monitor effects (observe any changes in behaviour)
- If a child becomes unwell at preschool, parents are contacted immediately or if an urgent response an ambulance is called.

There are staff in the school and preschool have senior first aid training. Staff may also wish to consult with Janelle Robinson, who has the role of most senior first aid officer.

#### **The Responsibility of Parents:**

1. When a child visits a medical practitioner (or alternative medical professional such as a naturopath), if the treatment involves medication which must be taken at school, parents must ask the medical practitioner:
  - to provide written instructions to the school about how and when to administer medication, and this must match the instructions on the bottle
  - if it is necessary to administer the medication during the school day. Often medication can be administered immediately before school, immediately after, and later in the evening.
2. It is the responsibility of the parent to provide the medication in the original container, marked with the child's name.
3. Cough mixture, Panadol & throat lozenges and over the counter medications must not be kept in the child's school bag. School staff can only administer if there are written instructions from the medical practitioner or an Interim 24 hours Parental Authorised Medication form completed by parent/guardian.
4. Medication is to be handed to Front Office Staff, not to the classroom teacher.

**The Responsibility of Front Office Staff:**

1. When accepting medication handed in by parents, a check must be made:
  - that there is a letter from the medical practitioner with instructions about how to administer the medication
  - that the medication is in the original bottle, and this bottle is marked with the students name & instructions about dosage.
2. Ensure that medication is stored in the locked medication cabinet,
  - the Medications Record must be completed, and
  - the Classroom teacher informed of what time to send the child to the front office for medication.
3. Administer medication to a child who comes to the front office, after making appropriate checks of the Medication Record/Care Plan.
4. Record that the child has received medication in the appropriate place. (Individual medication log for students requiring ongoing medication, and First Aid log for short term medication needs.)

**The Responsibility of the Class Teacher:**

Must make every attempt to send the child to the front office at the correct time.

**The Responsibility of the First Aid Officer on duty at Lunchtime:**

1. Check the medication record sheet, and check the individual medication log (for students with a long term health care plan) or the First Aid log to ensure that the medication has been given.
2. If medication has not been given they must contact the class teacher, and ask them to send the child to the front office for medication immediately following lunch.
3. Inform the Principal and Senior Medical Officer of any serious breach (eg. medication not administered for several days, or medication administered to wrong child.)

**The Responsibility of the Principal**

1. Decide on best course of action in case of mishap or serious breach, including informing parents, logging an incident report, and calling ambulance/ poisons centre.
2. Ensure this policy is revised and updated regularly, every two years, and as the need arises.

Note the following resources for South Australian Schools

- a. SA guidelines on Communicable Diseases: You've Got What?  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+y+living/protecting+your+health/youve+got+what>
- b. Health Support Planning in Education and Children's Services  
<http://www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf>

[http://www.decd.sa.gov.au/sb/search\\_blox.asp?query=health+support+planning+in+education&Search=Search](http://www.decd.sa.gov.au/sb/search_blox.asp?query=health+support+planning+in+education&Search=Search)