

	Administration of Medication and Care Arrangements for Ill Students AND Proformas for Students with Medical Conditions	Endorsed by School Council: March 2018 Developed: March 2018
Information: 02 6076 1566 Manager: Principal	DET Schools Reference Guide: Associated Policies:	Next review: Term 2 2020 Issue No: 1.1

Rationale/Aims:

Corryong College is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfil their duty of care in relation to any medication or care for ill students.

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.

Implementation:

Corryong College will follow the Department’s policies and procedures in relation to the administration of medication for students. These are available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

This policy will be clearly communicated to students, parents and staff on the website www.mbsc.vic.gov.au. The Students with Medical Conditions Performa’s will be included in the enrolment forms. Copies of the proformas will also be given to parents as new medical conditions are diagnosed.

Policy and Procedures:

ADMINISTRATION OF MEDICATION.

Medication Management Procedures

All medication given into the school’s care (both prescription and non-prescription) will be administered to a student only with written permission from the student’s parents/guardians/carers by way of filling out the Medication Authority Form (**Appendix A**) and preferably, 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 a student’s Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. Accompanied by written advice providing directions for appropriate storage and administration.
- b. In the original bottle or container, clearly labelled, specifying the name of the student, dosage and time to be administered.
- c. Within its expiry date.
- d. Stored according to the product instructions, particularly in relation to temperature.

If necessary, Corryong College will clarify directions about medication from the student's parents/guardians/carers, 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 (eg. pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that a log is kept of the medicine administered and that the Medication Authority Form (**Appendix A**) has been completed.

The principal (or nominee) administering medication must ensure that the student receives:

- The correct medication.
- The correct dose.
- The correct method (such as orally or inhaled).
- At the correct time of day.

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**:

- 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. Parent permission is first sought before administration is allowed.
- 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/guardians/carers and, where practical, 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 parents/guardians/carers or the medical/health practitioner 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

Corryong College will ensure:

- Medication is stored for the period of time specified in the written instructions received.
- The quantity of medication provided does not exceed one weeks supply, except in long-term continuous care arrangements.
- Medication is stored securely to minimise risk to others and in a place, only accessible by staff. A box for refrigerated medication is kept in the Social Staffroom fridge, with instructions regarding the storing and administration of medication. Non-refrigerated medication is stored in the office at each campus.

Student Information

Parents/guardians/carers 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.

Template at: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>, 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.

CARE ARRANGEMENTS FOR ILL STUDENTS

All staff at Corryong College will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Corryong College will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#).

Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room monitored regularly.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide -

<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Parents/guardians/carers, and if deemed necessary, an ambulance will be called and student's health problems communicated. Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#)

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

General Care Arrangements

If a student feels unwell they will be sent to the General Office, accompanied by 2 other students, where staff will:

- Assess a range of signs and symptoms.
- Take action based on the signs and symptoms.
- Treat minor injuries only. For more serious injuries a level 2 first aid trained staff member will provide assistance.

- Immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Contact parents/guardians/carers to request that they take their children home where necessary.

Emergency response

In a medical emergency, staff should take emergency action (call 000) without waiting for parent/guardian/carer consent (if the incident relates to a student). Delays in these circumstances could compromise safety.

Once the action has been taken, staff should notify:

- Parents/guardians/carers or the student's emergency contact (if the incident relates to a student).
- The Department's Security Services Unit on (03) 9589 6266.

Examples: An emergency response may be required if the:

- Parents/guardians/carers or emergency contact delay collecting the student.
- Student's health and safety starts to deteriorate.

Non-emergency response

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the school should ask the parents/guardians/carer or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.

Where the parents/guardians/carers or emergency contact person are unable to collect the student to seek advice from a medical practitioner, they may request that a staff member from Corryong College facilitates this process. A staff member will accompany the student to the medical practice and collect them after the appointment, returning them to school. Depending on the student and their condition, the staff member may wait at the medical practice with the student.

Emergency assistance will be sought as needed in these circumstances.

Examples: This response would apply if a student:

- Receives a blow to the head but there are no signs of concussion.
- Reports persistent aches and pains.

Not-for-resuscitation order

When students have a Not-For-Resuscitation (NFR) order as part of their palliative care to manage a deteriorating and life-threatening condition, the first aid response:

- Should be documented in the Student Health Support Plan.
- Must immediately contact an ambulance.

Note: It is not the role of the school and school staff to:

- Make a decision about medical prognosis.
- Determine whether the point of the Not-For-Resuscitation order has been reached.

Accompanying students

Upon the principal's discretion a staff member may accompany a student transported by emergency services when one or more of the following applies:

- A parent/guardian or emergency contact person cannot do so.
- The age or development of the student justifies it.
- The student chooses to be accompanied.
- Alternative supervision for remaining students can be arranged.

Accompanying students: private vehicle

On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the:

- Driver is not distracted.
- Student can be constantly supervised.

Definitions:

Nil.

Appendices (including processes related to this policy)

Appendices connected with this policy are:

- **Appendix A:** Medication Authority Form.
- **Appendix B:** Student Health Support Plan.

Review Process:

This policy will be reviewed annually, or as needed, due to changes in regulations or circumstances.

References:

Exemplar Policy: Administration of Medication and Care Arrangements for Ill Students:

<https://edugate.eduweb.vic.gov.au/sc/sites/SchoolReorganisation/minimumregistrationrequirements/Exemplar%20School%20Policies/Administration%20of%20Medication%20policy%20and%20care%20arrangements%20for%20ill%20students.docx>
[Medical Emergencies](#)

Related Policies and Documents:

First Aid Policy and Procedures

[DET Medication Policy](#)

[DET Anaphylaxis Policy](#)

[DET Health Support Planning Policy](#)

[Health Care Needs](#)

[DET Specific Condition Support](#)

[SPAG - Asthma](#)

[SPAG - Asthma First Aid Kits](#)

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

<http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Other Resources:

[NURSE-ON-CALL.](#)

Appendix A: School - Medication Authority Form



A P-12 SCHOOL

PO Box 225 Corryong VIC 3707
Tel: (02) 6076 1566 Fax: (02) 6076 1650
Email: corryong.p12@edumail.vic.gov.au

Medication Authority Form.

For a student who requires medication whilst at school.

This form should ideally be completed by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: Corryong College

Student's Name: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____ Review date for this form: _____

Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Please Note: where possible, medication should be scheduled outside school hours. Eg. Medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Self-management of medication

Medication Storage

Please indicate if there are specific storage instructions for the medication:

In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/guardians/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 9637 2670.

Authorisation:

Name of Medical/health practitioner:

Professional Role:

Signature:

Date:

Contact details:

Name of Parent/Guardian/Carer:

Signature:

Date:

If additional advice is required, please attach it to this form.

Appendix B: Student Health Support Plan



Student Health Support Form.

For a student who requires health support whilst at school.

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>.

This Plan is to be completed by the principal or nominee with the parent/guardian/carer and student.

School: Corryong College		Phone: 02 60761566
Student's name:		Date of birth:
Year level:		Proposed date for review of this Plan:
Parent/guardian/carer Contact information (1)	Parent/guardian/carer Contact information (2)	Emergency Contacts
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:

Medical /Health practitioner contact:

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation *School Asthma Action Plan*. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Forms – School Policy and Advisory Guide](#)

- | | |
|---|--|
| <input type="checkbox"/> General Medical Advice Form - for a student with a health condition | <input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy |
| <input type="checkbox"/> School Asthma Action Plan | <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning |
| <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis | <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking |
| <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury | <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires |
| <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer | <input type="checkbox"/> Support for continence |
| <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes | |

List who will receive copies of this *Student Health Support Plan*:

1. Student’s Family 2. Other: _____ 3. _____

The following *Student Health Support Plan* has been developed with my knowledge and input

Name of parent/guardian/carer: _____ Signature: _____ Date: _____

Name of student: _____ Signature: _____ Date: _____

Name of principal (or nominee): _____ Signature: _____ Date: _____

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

How the school will support the student’s health care needs:

Student’s name:

Date of birth:

Year level:

What is the health care need identified by the student's medical/health practitioner?

Other known health conditions:

When will the student commence attending school?

Detail any actions and timelines to enable attendance and any interim provisions:

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible
Overall Support	Is it necessary to provide the support during the school day?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<i>For example, the principal, should conduct a risk assessment for staff and ask:</i> <ul style="list-style-type: none"> - Does the support fit with assigned staff duties and basic first aid training (see the Department First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm) - If so, can it be accommodated within current resources? - If not, are there additional training modules available 	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.</i>	
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<i>Discuss and agree on the individual first aid plan with the parent/carer.</i> <i>Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm)</i> <i>Ensure that all relevant school staff are informed about the first aid response for the student</i>	
First Aid, cont'd	Does the school require relevant staff to undertake additional training modules not covered under basic first aid training, such as staff involved with excursions and specific educational	<i>Ensure that relevant staff undertake the agreed additional training</i>	

	programs or activities	<i>Ensure that there are interim provisions in place (whilst awaiting the staff member to receive training), to ensure the student's attendance at school.</i>	
Complex/ Invasive health care needs	Does the student have a complex medical care need?	<i>Is specific training required by relevant school staff to meet the student's complex medical care need?</i> <i>Can the training be obtained through the Department funded Schoolcare Program? If so, the School should complete the relevant referral forms which can be accessed by contacting the Royal Children's Hospital's Home and Community Care on 9345 6548.</i>	
Routine Supervision for health- related safety	Does the student require medication to be administered and/or stored at the School?	<i>Ensure that the parent/carer is aware of the School's policy on medication management.</i> <i>Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication – via the Department's Medication Authority Form</i>	
	Are there any facilities issues that need to be addressed?	<i>Ensure the school's first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student's health care needs.</i> <i>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student</i>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i>	
	Who is responsible for management of health records at the school?	<i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i>	

	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.</i>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<i>Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, continence care.</i> <i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i>	
Other considerations	Are there other considerations relevant for this health support plan?	<i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i> <i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i> <i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i> <i>For example, is there a need for planned support for siblings/peers?</i>	