

MEDICATION MANAGEMENT POLICY

Whyalla Special Education Centre seeks to provide a safe and secure environment for all students and staff.

RESPONSIBILITY FOR PROVISION OF HEALTH CARE INFORMATION:

Parents and Caregivers retain primary responsibility for ensuring that Whyalla Special School have relevant health care information about their child. Relevant health care information should be provided at the time of enrolment or transition and at least annually thereafter.

It is the parent or caregivers responsibility to ensure that a Medication Authority is completed if any medication, prescription or over the counter, is to be administered at school.

MEDICATION, INCLUDING CREAMS, PAIN RELIEF, ASTHMA PREVENTATIVES, ANTIHISTAMINES, CANNOT BE ADMINISTERED AT SCHOOL WITHOUT A RELEVANT MEDICATION AUTHORITY.

HEALTH CARE PLANS:

If a student has a medical condition which may require support from staff, a Health Care Plan is to be developed by a relevant, treating health professional and returned to the school.

A HEALTH CARE PLAN AND MEDICATION AUTHORITY IS REQUIRED WHEN STUDENTS REQUIRE HEALTH CARE SUPPORT AT SCHOOL.

HEALTH SUPPORT PLANS:

Health Support Plans are developed through a Negotiated Education Plan for students who require individualised first aid, supervision for safety, personal care and other issues. Students who require complex and/or invasive health care intervention will have Health Support Plans developed by a health care worker. E.g. Transfer and Positioning (Physiotherapist), Nasal Gastronomy Feeding (Access Assistance Nurse)

CONFIDENTIALITY:

Student Health Care Plans provided by health professionals are confidential and therefore only accessed on a 'need-to-know basis'.

This means the only people who have access to personal health records are:

- Student
- Parents/guardians
- Medical practitioner, nurse or therapist
- Work site manager
- Officer(s) responsible for record management
- Others identified in the health support plan
- Emergency medical personnel

MEDICATION MANAGEMENT:

Whyalla Special School staff will accept and agree to supervise only medication required during school hours (8.45am -3.00pm)

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in a clearly labelled pharmacy container. Storage will be secure, clearly labelled and access limited to the staff responsible for medication storage and administration.

SAFE STORAGE OF MEDICATION REQUIRES THE MEDICATION TO BE:

- ***PRESCRIBED BY A DOCTOR/HEALTH PROFESSIONAL***
- ***PROVIDED BY THE PARENT/GUARDIAN***
- ***WITHIN THE EXPIRY DATE OF THE PRODUCT DELIVERED TO STAFF AS A DAILY SUPPLY (OR A WEEK'S SUPPLY AT THE MOST, EXCEPT IN LONG-TERM CONTINUOUS CARE ARRANGEMENTS.)***
- ***PROVIDED WITH WRITTEN INSTRUCTIONS FROM THE DOCTOR, MATCHING PRODUCT PACKAGING.***

Staff at Whyalla Special School is able to supervise oral and measured dose inhaled medication. Generally, Whyalla Special School staff cannot be expected to routinely administer medication taken by other routes, e.g. Eye and ear drops and creams. The only exception is where medication is included in a first aid kit for use in a standard first aid procedure, including asthma first aid.

EVERYONE SUPERVISING MEDICATION NEEDS TO ENSURE THAT:

- ***THE RIGHT CHILD***
- ***HAS THE RIGHT MEDICATION***
- ***AND THE RIGHT DOSE***
- ***BY THE RIGHT ROUTE***
- ***AT THE RIGHT TIME, AND THAT THEY***
- ***RECORD ADMINISTRATION OF MEDICATION.***

School camps or excursions will require administration of medication by the 'Teacher In Charge' consistent with the policy.

A student will not take his or her first dose of a new medication at school: the student should be supervised by the family or health professional in case of an allergic reaction.

IT IS NOT THE ROLE OF WHYALLA SPECIAL SCHOOL STAFF TO INTERPRET BEHAVIOUR IN RELATION TO A MEDICAL CONDITION, OR BE EXPECTED TO MONITOR THE EFFECTS OF MEDICATION. IF STAFF ARE CONCERNED FOR ANY REASON, THEIR FIRST AID TRAINING REQUIRES THEM TO ENACT STANDARD FIRST AID EMERGENCY PROCEDURES.

Medication errors or incidents (wrong dose, wrong time or refusal) will require the following steps to be followed:

- Ring the POISONS INFORMATION LINE 131126
- Give details of the incident and client
- Act immediately upon their advice
- Notify the students emergency contact person
- Document your actions
- Review medication management procedures WSS in light of the incident.
- Complete critical incident report and accident and injury report form

MEDICATION, OTHER THAN ASTHMA RELIEF IS NOT SELF MANAGED BY STUDENTS AT WHYALLA SPECIAL SCHOOL

MEDICATION MANAGEMENT AGREEMENT

Parents and Caregivers retain primary responsibility for ensuring that Whyalla Special School have relevant health care information about their child. It is the parent or caregivers responsibility to ensure that a Medication Authority is completed if any medication, prescription or over the counter, is to be administered at school.

A HEALTH CARE PLAN AND MEDICATION AUTHORITY IS REQUIRED WHEN STUDENTS REQUIRE HEALTH CARE SUPPORT AT SCHOOL.

All medication brought to school must be clearly labelled in a pharmacy container. The school will only manage daily dosages, ***except for special circumstances discussed with families and recorded in the students Negotiated Education Plan.***

SAFE STORAGE OF MEDICATION:

1. Parent/Caregiver places medication in Diary Folder in school bag prior to school.
If the student travels in a taxi, his/her bag must be placed in boot.
2. Morning duty staff will supervise student to class.
3. On arrival at school, classroom teacher/SSO will place medication in the administration office locked storage.
4. Medication to be administered as per medication management policy.
5. At the end of the day, classroom teacher/SSO will ensure empty container is placed in Diary Folder.

It is the responsibility of the parent/caregiver to ensure that medication is provided each day. Whyalla Special School Staff will not be picking up forgotten medication. If medication is not supplied, emergency contacts will be notified and the student taken home.

SAFE STORAGE OF MEDICATION (SPECIAL CIRCUMSTANCES):

1. Parent/Caregiver places medication in Diary Folder in school bag Monday morning (1 weeks supply only)
If the student travels in a taxi, his/her bag must be placed in boot.
2. Morning duty staff will supervise student to class.
On arrival at school on Monday, classroom teacher/SSO will place medication in the administration office locked storage.
3. Medication to be administered as per medication management policy for the week.
4. At the end of the day on Friday, classroom teacher/SSO will ensure empty container is placed in Diary Folder.

It is the responsibility of the parent/caregiver to ensure that medication is provided for the week. Whyalla Special School Staff will not be picking up forgotten medication. If medication is not supplied, emergency contacts will be notified and the student taken home.

SAFE STORAGE OF MEDICATION (SPECIAL CIRCUMSTANCES) MUST BE ARRANGED AND DOCUMENTED THROUGH NEGOTIATED EDUCATION PLAN PROCESSES.