

MEDICATION MANAGEMENT POLICY

RESPONSIBILITY FOR PROVISION OF HEALTH CARE INFORMATION:

Parents and Caregivers retain primary responsibility for ensuring that Whyalla Special Education Centre 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 Agreement is completed by a medical practitioner 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 AGREEMENT.

HEALTH CARE PLANS:

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

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

HEALTH SUPPORT PLANS:

A Health Support Agreement is developed through the One 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 Management Plans developed by a health care worker. E.g. Transfer and Positioning (Physiotherapist), Nasal Gastronomy Feeding (Access Assistance Nurse)

CONFIDENTIALITY:

Student Health Support 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 care plan
- Emergency medical personnel

MEDICATION MANAGEMENT:

Whyalla Special Education Centre 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 WEEKLY SUPPLY**
- **PROVIDED WITH WRITTEN INSTRUCTIONS FROM THE DOCTOR, MATCHING PRODUCT PACKAGING.**

Staff at Whyalla Special Education Centre is able to supervise oral and measured dose inhaled medication. 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:

- **RIGHT STUDENT**
- **RIGHT MEDICATION**
- **RIGHT DOSE and STRENGTH**
- **RIGHT ROUTE and METHOD**
- **RIGHT TIME**
- **RIGHT DOCUMENTATION and RECORDING OF MEDICATION.**

School camps or excursions will require administration of medication by the 'Teacher in Charge' and a second staff member as per Department for Education policy.

A student will not take his or her first dose of a new medication at school: the student should be supervised at home for the first 24 hours by the family or health professional in case of an allergic reaction.

IT IS NOT THE ROLE OF WHYALLA SPECIAL EDUCATION CENTRE 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 AND COMPLETE A MEDICATION ADVICE FORM.

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 incident and student
- Act immediately upon their advice
- Notify the student's emergency contact person
- Document your actions using Medication Advice Form
- Complete critical incident report and review medication management procedures

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

Approved date: 01/12/2020

Reviewed date: 01/12/2022