



## Rockingham Beach Education Support Centre

### Medication Administration Policy 2023

#### **Rationale:**

Rockingham Beach Education Support Centre recognises that students may need to take prescribed medications during school hours and will work in partnership with parents and carers to provide necessary medication of required to do so.

Rockingham Beach Education Support Centre school officer, with authorisation from the Principal, will take responsibility for the administering of all medication.

All medications will be kept in a secure medicine cupboard in clearly labelled containers.

The procedures contained within this policy are designed to enhance the protection offered to the staff and Education Department in regards to the welfare of students in their care.

#### **Aims:**

- This policy aims to assist parents with any request for assistance with the administration of medication, in a safe and controlled manner.
- To maintain records of medication administered by school personnel.
- To provide a streamline system for the collection and administration of medications.

#### **Medication Administration Policy:**

In terms of the administration of medication, it is recognised that:

- Some students require long term medication for control of chronic medical conditions.
- Some students need short term medication for management of acute illness or infection.
- The quantities of medications in the school need to be minimised.
- Some students require occasional analgesia, decongestants, or antihistamine.
- Treatment of conditions of the eye or ear may require frequent care with refrigerated, prescribed medications.
- Students may require medications during excursions or camps.
- Medications must be stored safely.
- When medication is given, written records of this administration of medication must be kept.
- Notify appropriate staff of medication requirements and specific administration times.

### **Long Term Administration of Medication**

Rockingham Beach Education Support Centre requires parents/carers to –

- Complete a *Student Health Care Summary* on enrolment. From there if a student is identified as having asthma, anaphylaxis, allergies and/or seizures parents are then required to provide a *Management/Emergency Response Plan*. Students with ADHD need to have a *Long Term Medication Form* completed.
- Provide an updated *Management/Emergency Response Plan* at the beginning of every year.
- Provide information regarding long-term administration of medication in the student's health care plan, which is provided to parents/caregivers on enrolment or at commencement of long-term medication administration.
- Notify the school of any changes to a child's medication requirements in writing.
- Provide medication, clearly labelled with the child's name in packaging from the pharmacy or manufacturer.

### **Short Term Administration of Medication**

Short term medications such as antibiotics require an *Administration of Medication* (Form 3) to be completed by parents/caregivers.

### **Administration of Medication during excursions/camps**

During excursions or camps supervisory staff will hold the medications and administer in accordance with *Student Health Care Summary* or *Administration of Medication* form.

Parents/guardians are responsible for:

- Written notification of treatment regimen.
- Providing all medications, the student may need while at camp.
- Ensuring all medications are clearly labelled with all the previously mentioned information, including expiry date.
- Informing the school's front office staff of changes in medical condition or medication.

A basic first aid kit will be provided for each camp/excursion to deal with minor accidents.

In the case of life-threatening illness or allergy, parents/guardians, student, staff, and the student's doctor will need to discuss the risks the student faces if they attend a camp/excursion. The school may decide that a student should not attend camp/excursion if their health is at risk or if the school is unable to provide a person with sufficient training to look after them. If an "at risk" student attends camp, parents/guardians must:

- Ensure that staff are instructed in the emergency care of the student.
- Provide all emergency medication and/or equipment.
- Provide instruction to staff if administration of medication by injection is required.
- Inform staff of the signs and symptoms of known conditions or allergic reactions.