

# TECOMA PRIMARY SCHOOL OSHC ADMINISTRATION OF MEDICATION POLICY

## PURPOSE

To explain to parents/carers and educators the processes Tecoma Primary School OSHC will follow to safely manage the provision of medication to children while at the program or on an excursion.

## POLICY

If a child requires medication, Tecoma Primary School OSHC encourages parents to arrange for the medication to be taken outside of program hours, however, we understand that children may need to take medication at the program. To support children to do so safely, Tecoma Primary School OSHC will follow the procedures set out in this policy.

### Authority to administer

If a child needs to take medication while at the program or excursion:

- Parents/carers will need to arrange for the child's treating medical/health practitioner to provide written advice to the program which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored
- Parents/carers will need to fill in a Medication Authority Form.
- The Nominated Supervisor may need to consult with parents/carers to clarify written advice and regarding medication administration (which may also be provided for in a child's Health Support Plan).

### Administering medication

Any medication brought to the program by a parent/carer needs to be clearly labelled with a pharmacy sticker with:

- the child's name
- the dosage required
- the time the medication needs to be administered

Parents/carers need to ensure that the medication a child has is within its expiry date. Medication that is expired, will be returned to the parent/carer or destroyed and a replacement medication will be requested from the parent/carer.

If a child needs to take medication at the program, the Nominated Supervisor will ensure that:

1. Medication is administered to the child in accordance with the Medication Authority Form so that:
  - the child receives their correct medication

- in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day.
2. A log is kept of medicine administered to a child.
  3. Where possible, two staff members will supervise the administration of medication.

### *Self-administration*

In some cases, it may be appropriate for children to self-administer their medication. The Nominated Supervisor may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a child to self-administer their medication.

If the Nominated Supervisor decides to allow a child to self-administer their medication, written acknowledgement from the child's medical/health practitioner, or the child's parents/carers is required.

### **Storing medication**

The Nominated Supervisor will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- according to packet instructions, particularly in relation to temperature.

Most medication will be stored in the labelled cupboard in the office/kitchen. If needed, medication can be stored in the fridge in the kitchen.

### **Warning**

Tecoma Primary School OSHC will not:

- in accordance with Department of Education and Training policy, store or 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
- allow a child to take their first dose of a new medication at the program in case of an allergic reaction. This should be done under the supervision of the child's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed child except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

### **Medication error**

If a student takes medication incorrectly, staff will endeavour to:

<b>Step</b>	<b>Action</b>
1.	If required, follow first aid procedures outlined in the child's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the child.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the child's parents/carers or emergency contact person to notify them of the medication error and action taken.



5.	Review medication management procedures at the program in light of the incident.
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In the case of an emergency, educators may call Triple Zero “000” for an ambulance at any time.

**COMMUNICATION**

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school’s website
- Made available in hard copy from the OSHC program upon request.