

## Authorisation and Administration of Medication Policy

Policy No:	6 (2.8)	Version:	2 (September 2017)
Responsibility:	School Chair	Scheduled Review Date:	October 2023

### 1.0 Purpose

This policy is concerned with the authorisation and administration of medication to students attending the Tarremah Steiner School.

### 2.0 Policy Statement

To ensure that medication is authorised and administered by those who have the relevant knowledge and training, in line with relevant legislation.

### 3.0 Policy Elements.

Except in the case of an emergency, medication administered must be authorised by a parent, guardian or carer.

Medication must be administered by a person who holds the relevant training and knowledge. Staff may only administer medication if they have received written permission and instructions from the child's parents/guardian. A Medication Consent and Direction Form is available from the front office.

Records will be maintained and stored in a confidential manner. Records of students' medical information will be retained permanently for students of Indigenous origin or in out-of-home care and for other students, 75 years from date of birth.

Students will not be permitted to self-administer medication while attending Tarremah Steiner School Early Childhood Centre. In the Primary and Secondary Schools, children may carry and administer their own medication where arrangements have been approved by the teacher and on the advice of their parents and doctor. Approval can occur when:

- The child is considered able to undertake the responsibility
- The medication does not require refrigeration
- The teacher is satisfied that potential access to the medication by other children does not create a risk.

#### 4.0 Procedure

All prescribed or non-prescribed medication to be administered by the teacher for an on-going or short-term condition must be given directly to the teacher upon arrival at school.

Medication must be stored safely; in line with manufacturer's instructions (e.g., out of direct sunlight; at the required temperature) and must only be accessed and administered by those who have the authority to do so.

Narcotic substances must be securely stored separately from other medications. Narcotic substances must be stored in a space that is securely locked (e.g., cupboard; separate medication box) and the key retained by a person who is authorised to administer narcotics.

Adrenaline auto-injecting devices (e.g., epipens/anapens) must be:

- Stored in an unlocked, easily accessible place, away from direct heat; and **not** in a freezer or refrigerator.
- Clearly labelled with the student's name; and distinguishable from adrenaline auto-injecting devices of all other students.
- Stored in a location known to all relevant staff.

A copy of the student's ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) Action Plan must be kept with the adrenaline auto-injecting device including when on excursions.

#### Authorising and recording the administration of medication

In line with the Tasmanian Licensing Standards for Centre Based Child Care, Class 5 (for ECC) and The Tasmanian DoE Care Unit's Guidelines for Administration of Medication in Education and Care Services (for Classes 1 – 10), written authorisation must be given for the administration of medication. This authorisation must be recorded to include:

- The name of the child;
- The name of the medication;
- The date(s) and the time the medication is to be administered;
- A doctor's/pharmacist's instructions relating to the dosage and the administration of the medication;
- If applicable, the time the medication was last administered;
- The person administering the medication must record if the parent's authorisation is consistent with instructions on the medication label;
- The person administering the medication must record if the dosage administered was consistent with the doctor's/pharmacist's instructions;
- Name and signature of the person who measured and administered the dosage;
- Name and signature of the person who witnessed the measurement and the administration of the dosage (not required if a single staff service); and
- Parent's signature and written acknowledgement of the record by the person collecting the student.

Records in relation to the authorisation and administration of medication must be retained for at least six years, unless an incident has occurred as the result of the administration of medication, then those records must be retained until that child turns 25 years of age, consistent with the requirements of the *Tasmanian Limitation Act 1974*.

### **Paracetamol & Ibuprofen Medications**

Paracetamol and Ibuprofen based medications **will not be** administered without prior written instructions from a Medical Practitioner.

Where a parent has administered paracetamol or ibuprofen based medication to their child before arriving at school, the parents must notify the school giving the reason for administration. It is recommended that in most cases, if the child requires such medication, they are unlikely to be fit for the school environment.

Where a student develops a temperature while attending Tarremah Steiner School, the parents will be contacted to collect the student as soon as possible.

Until the parent arrives, the student will be supported, monitored and comforted. The student will be encouraged to rest quietly and remove any excess clothing. The student will be provided with, and encouraged to drink water. Cold water sponging will be avoided, as it may make student shiver.

An Incident/Accident Report must be completed and the details must be recorded on the Register of Illnesses & Cases of notifiable Diseases.

### **Administration of Medication in an Emergency**

In the case of an emergency, where the school does not have the prior written authorisation of the parents, the School will make every attempt to secure the parents' authorisation, the authorisation of a registered medical practitioner previously nominated by the parents, or emergency services personnel.

Where verbal permission is granted, written confirmation must be given as soon as practicable in line with this policy and relevant legislative requirements.

Medication administered in an emergency must be administered by those who hold the knowledge and training to do so and in line with this policy and relevant legislative requirements.

Where applicable, emergency services and the Education and Care Unit must be notified.

If medical treatment is sought off the school premises, relevant information must be taken with the student.

### **Non-prescription Medication or Homeopathic Remedies**

Where non-scheduled treatments (i.e. not covered under the Tasmanian Poisons Regulations) are administered, specific parental permissions are required and the administration details must be recorded.

### **Disposal of Medication**

Where a medication is out of date or no longer required to be administered, the medication will be returned to the parent.

Where a parent is unable to collect the medication or the child no longer attends Tarremah Steiner School, the advice of a pharmacist will be sought in regard to the correct disposal of the medication (including narcotic substances).



**Tarremah Steiner School  
Administration of Medication  
Medication Consent and Direction Form**

I, ....., parent of .....,  
authorise and direct the school to administer the medicine specified below to my child in accordance  
with the directions given below.

NAME OF MEDICATION:

DOSAGE:

FREQUENCY OF DOSAGE:

DATES FROM \_\_\_ / \_\_\_ / \_\_\_ and TO \_\_\_ / \_\_\_ / \_\_\_

ANY OTHER INSTRUCTIONS:.....

.....

.....

.....

\_\_\_\_\_  
Signature

\_\_\_ / \_\_\_ / \_\_\_  
Date



Teacher's name:.....

The teacher is to complete the form by adding the time and initialling the appropriate square

Date week beginning:.....

Time administered	Monday	Tuesday	Wednesday	Thursday	Friday

## 5.0 Responsibilities

School Chair  
Business Manager

## 6.0 Related Documents

- Administration of Medication Consent and Direction Form (see form above)
- Enrolment Policy
- Allergy Management Policy
- Accident, Injury and Incidents Policy
- Incident Report Form

## 7.0 Reference/Legislation

- *Work Health and Safety Act Tas. 2012*
- The Tasmanian DoE Care Unit's Guidelines for Administration of Medication in Education and Care Services (*Tasmanian Poisons Regulations 2008*)
- Tasmanian Licensing Standards for Centre Based Child Care, Class 5 (ECC)

## 8.0 Contact Point

- School Chair
- Business Manager

## 9.0 Authorization

Executive:

Council:

Name:

Date:

