

---

## **ESSEX HEIGHTS PRIMARY SCHOOL** **MEDICATION AND ASTHMA POLICY**

### **1. PHILOSOPHICAL BASIS**

Essex Heights Primary School (EHPS) recognises that as well as the professional obligation a teacher owes to students, there is also a legal duty of care in regard to the physical wellbeing of students. Many students attending school need medication to control illnesses such as asthma and epilepsy, and other conditions including hyperactive behaviour or other health conditions.

### **2. GUIDELINES**

#### **2.1 JURISDICTION**

2.1.1 This policy applies to all students under the school's jurisdiction where school staff assumes responsibility. It also refers to students on their way to and from school where it comes to the attention of the school.

2.1.2 The school will assign the designated first aid officer to take responsibility for the safe handling, administration and storage of medications.

2.1.3 At times, the designated first aid officer may delegate medication administration responsibility to another staff member (e.g. in the case of school camps).

#### **2.2 PROVISION OF MEDICATION**

2.2.1 A medication means any substance which is supplied by a pharmacist or health practitioner. The term also includes 'over the counter' and natural therapy products.

2.2.2 All students requiring regular medication administration at school must have a Medication Plan (Appendix 1), completed by their parent/guardian in all circumstances and medical practitioner when relevant.

2.2.3 Parents may elect to authorise the school to administer specific medication to their child on a PRN (as needed) basis (e.g. for headaches or mild allergies). This must be via the 'Intermittent Medication Authorisation' plan (Appendix 2) or 'Allergy Plan' (Appendix 3).

2.2.4 In the case of students who do not have a Medication Plan, 'Intermittent Medication Authorisation' plan or 'Allergy Plan' requiring medication at school, parental consent will be sought via telephone and such consent recorded in the presence of two staff.

2.2.5 Medication must be provided to the Health Centre in a clearly marked container (preferably original packaging) and be accompanied by the prescription dosage.

- 2.2.6 The EHPS Health Centre designated first aid officer will maintain and monitor a stock of appropriate medications for use in First Aid.

## 2.3 STORAGE

- 2.3.1 Students are not permitted to be in possession of any medication at any time. Exceptions to this are:

2.3.1.1 Reliever inhalers, for use by asthmatic students (ref 2.5)

2.3.1.2 Throat lollies, e.g. soothers, for the relief of painful throats. However, the student must be instructed not to share with other students.

- 2.3.2 All medications in the school will be kept in a secure area out of the reach of children in the Health Centre.

- 2.3.3 Student-specific medication will be labelled accordingly and kept for the sole use of that student.

## 2.4 ADMINISTRATION

- 2.4.1 Prior to administering medication to a student, staff will check that it is:

- The right student
- The right medication
- The right time for the medication
- The right dose, according to parental instruction and prescription
- The right route of administration

and that

-Permission to administer medication has been received from the child's parent/guardian/approved person or by a medical practitioner.

- 2.4.2 If a staff member is uncomfortable to administer medication for any reason they may refuse. Appropriate alternate arrangements will be made.

- 2.4.3 All medication administered will be documented in Health Centre records. This will be communicated to parents/guardians.

## 2.5 INHALANTS/ASTHMA

- 2.5.1 Asthma will be managed according to the *Schools Policy and Advisory Guide – Asthma*.

- 2.5.2 Parents or guardians of a child known to have asthma must supply an Asthma Management plan (Appendix 4) to the School Health Centre. It is expected that this will be updated on a regular basis.

- 2.5.3 Students should carry their blue reliever medication with them as needed. If a child is unable to coordinate the use of reliever medication, parents may request that staff assist the child.
- 2.5.4 The Health Centre will maintain a supply of blue reliever inhalers and disposable spacers for use when children do not have their own personal reliever medication available.
- 2.5.5 If a situation arises where a child NOT known to have asthma experiences asthma-like symptoms, Ventolin will be given as advised in the Victorian Schools Asthma Policy for Asthma First Aid and parents/guardians informed.
- 2.5.6 Ensure all staff with a Duty of Care for students are trained to assess and manage an asthma emergency and complete the free one hour Asthma Education session at least once every three years.

## **2.6 ADRENALINE AUTO-INJECTORS**

- 2.6.1 Anaphylaxis will be managed according to the Schools Policy and Advisory Guide – Ministerial Order 706
- 2.6.2 Parents or guardians of a child known to have Anaphylaxis must supply an Anaphylaxis Management Plan (Appendix 5) to the School Health Centre. It is expected that this will be updated on a regular basis.
- 2.6.3 Parents have the responsibility to provide within-date adrenaline auto-injectors for students with life threatening allergies. According to Ministerial Order 706, Essex Heights Primary School will supply and keep emergency adrenaline auto-injectors on the premises.
- 2.6.4 Adrenaline auto-injectors and antihistamines will be stored in the Health Centre, in an unlocked location accessible to all staff. The area is clearly labelled and Adrenaline Auto-injectors are clearly marked with the child's name, class and the individual student's 'Anaphylaxis Action Plan'.
- 2.6.5 Adrenaline auto-injectors, individual antihistamines (if prescribed) and a copy of the action plan must be taken on all excursions where the student is attending.

## **2.7 EVALUATION**

This policy will be reviewed as part of the school's review cycle.

Andrew Crossett

Trevor Sharrock

School Principal

School Council President

School Council - June 2014