

DSM Policy

Administration of Medication

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



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2. Purpose

This policy aims to define the procedures to be followed when a student requires medication while attending Deutsche Schule Melbourne (DSM) as well as the responsibilities of staff and parents/guardians to ensure the safe administration of medication to students.

3. Scope

This policy applies to children, students, families, staff, management, volunteers, contractors and visitors of Deutsche Schule Melbourne.

4. Policy Statement

Deutsche Schule Melbourne is committed to the care, safety and welfare of students. Required medications will be administered appropriately and safely to students in our care.

This Administration of Medication Policy sets out the principles and framework governing the school's behaviours and activities regarding the administration of medication that enact the school's legal responsibilities, and which support the care of students.

5. Principles

To support student safety and wellbeing and to manage student health requirements, the use of medications may be required by students of Deutsche Schule Melbourne. When medication is administered by DSM staff, it must be administered only as prescribed by a medical practitioner and as per first aid guidelines to ensure continuing health for the student, guided by the Department of Education in Victoria's Medication Policy¹.

DSM staff have a duty of care towards their students and are required to administer first aid, including assisting students to take medication, within the limits of their skills, expertise and training.

DSM is committed to the safety, wellbeing and support of all children and young people in its care.

DSM makes proper, reasonable arrangements for the distribution of medicine for students who are ill or have a medical condition that requires medication.

DSM is committed to ensuring that all relevant staff can safely administer required medication to children with written consent of the child's parent or guardian.

¹ Department of Education and Training Victoria <https://www2.education.vic.gov.au/pal/medication/policy>

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6. Roles & Responsibilities

Effective administration of medication requires the close cooperation of the school with families.

Board

The Board is responsible for confirming that this policy is compliant with any relevant Victorian Department of Education and Training in Victoria, VRQA and Work Safe guidelines.

The Risk Coordinator and Principal

The Risk Coordinator and Principal are responsible for ensuring the following:

- Clear procedures are developed, documented and communicated so that:
 - the correct student receives their correct medication in the proper dose via the correct method (such as inhaled or orally) at the correct time of day.
 - teachers in charge of students at the time their medication is required are informed that the students need to be medicated and are released from class to obtain their medication; and
 - relevant staff have the current first aid related training (such as first aid, CPR, asthma, anaphylaxis and diabetes management) required by DSM policy and applicable law. See *DSM Policy: Arrangements for Ill Students and First Aid* for current requirements.
 - each **DSM Medication Record**, any relevant **Medical Management Plan** and corresponding **Risk Minimisation Plan** provided to the school is completed correctly and stored in a manner that facilitates the appropriate and safe administration of required medications to students in the school's care.
- This policy is provided to new staff for review during each staff member's induction process and to all staff upon policy reviews or procedure changes.
- The policy and any relevant policy changes are communicated to parents and guardians.
- Relevant content of this policy is communicated to students.

Staff

DSM staff must do the following:

- Only administer medication to students in accordance with the **DSM Medication Record**, any relevant **Medical Management Plan**, corresponding **Risk Minimisation Plan** and this policy.
- Seek emergency medical assistance if they are concerned about a student's behaviour or general health following medication.
- Ensure medication is stored in accordance with this policy.
- Maintain records of all medicine administered in accordance with this policy.

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DSM is guided by the Department of Education's recommendations regarding the ongoing monitoring of a child with medication.² It is not the school's role to monitor the physical effects of medication or interpret behaviour in relation to a medical condition (however in-class observations related to the child's learning can be noted).

Families

DSM parents and guardians must do the following:

- Notify DSM staff via the **DSM Medication Record** when children are required to take any form of medication during school activities. This includes short- and long-term medication use. Note:
 - The **DSM Medication Record** must be completed and signed in accordance with the requirements set out under the section *Requirements for DSM Medication Record* below.
 - A new form must be completed quarterly or earlier if the child's medication needs (such as dosage or frequency) change.
 - A separate form must be completed for each type of medication.
 - Instructions for prescription medication on the **DSM Medication Record** must be consistent with the prescription label and any written instructions from the medical practitioner.
 - The school will only permit self-administration of certain medications. The requirements set out under the section *Self-Administration of Medication* below must be met and authorisation must be given via the **DSM Medication Record**.
 - The school will only administer non-prescription medications (such as paracetamol, cold medications or herbal or naturopathic remedies) if authorisation is given via a completed **DSM Medication Record**.
 - All medication labels and instructions must be in English or German unless a translation is provided.
- Provide medications directly to the front office
- Ensure medications are NOT stored or transported in children's bags or lockers unless permitted by this policy (see the *Medication storage* section below).
- Keep prescription medication in original containers with a pharmacy label clearly showing the name of the child.
- Collect any medications that are expired or no longer required from the school. Expired medications will not be administered.
- Notify the school and provide relevant medical information and reports in a timely manner, should the physical and/or mental health of the student change at any time.
- If their child has a diagnosed medical condition:
 - arrange for a medical practitioner to complete and sign a **Medical Management Plan** annually; and

² Department of Education and Training Victoria <https://www2.education.vic.gov.au/pal/medication/policy>

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- assist the child's class teacher to complete a **Risk Minimisation Plan** annually and in accordance with the **Medical Management Plan**.
- Sign consent to use first aid medications should they be needed for first aid treatment at events such as swimming, Athletics Day or camps or excursions (see the *First aid medications* section below).
- Arrange for the first dose of any new medication to be administered by the family or medical practitioner in order to monitor any potential allergic reaction.
- Administer medication before or after school wherever possible.
- Support the school with the management of the child's medical condition at school and on camps, excursions, and other external activities where requested.

7. Definitions

DSM Medication Record - (Appendix 1) This is a DSM form setting out medication administration and storage instructions to the school. This form needs to be completed by a child's parent or carer prior to the school administering any medication not listed on a child's Medical Management Plan. It is also used by DSM staff to document administration of the relevant medication.

Medical Management Plan or Medical Action Plan This is a management plan completed by a child's medical practitioner that outlines how to manage a child's medical condition. See *DSM Policy: Arrangements for Ill Students and First Aid* for more information about this document, including requirements.

Risk Minimisation Plan - Asthma This is a student health support plan for students diagnosed with asthma. The class teacher and child's parents/caregivers should collaborate to complete this document after the child's medical practitioner has provided a Medical Management Plan. See *DSM Policy: Arrangements for Ill Students and First Aid* for more information about this document, including requirements.

Risk Minimisation Plan - Medical Condition This is a student health support plan for students diagnosed with anaphylaxis or any other medical condition (except asthma). The class teacher and child's parents/caregivers should collaborate to complete this document after the child's medical practitioner has provided a Medical Management Plan. See *DSM Policy: Arrangements for Ill Students and First Aid* for more information about this document, including requirements.

Responsible person means a person named in the student's enrolment record who has been authorised by a student's parent or guardian to make decisions about the administration of medication.

8. Procedures

Requirements for DSM Medication Record

The administration of medicines must be authorised in writing by a parent, guardian or other responsible person using the **DSM Medication Record**.

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The section of the **DSM Medication Record** that is completed by the parent, guardian or other responsible person must meet the following requirements:

- It must be completed in full.
- It must be signed by the student's parent, guardian or **responsible person**.
- A separate record must be completed for each medication if more than one is required.
- A new record must be completed quarterly or earlier if the child's medication needs (such as dosage or frequency) change.
- For prescription medication, the instructions on the record must match those on the prescription label and any additional instructions provided in writing by the registered medical practitioner.

Requirements for person administering medication

The below is a list of requirements for administering medication to a child under DSM's duty of care.

- The person administering the medication must be a DSM staff member, parent/guardian of the child, medical practitioner or nurse. Interns and volunteers must not administer medication, although they may witness it.
- The relevant medication must either:
 - be listed on the child's Medical Management Plan; or
 - be named in a DSM Medication Record that has been completed and signed by a parent, guardian or **responsible person** in accordance with the section *Requirements for DSM Medication Record* above.
- The medication must be in-date.
- Prescription medication must have a pharmacy label clearly showing the name of the student.
- Instructions for prescription medication on the DSM Medication Record must be consistent with the prescription label and any written instructions from the medical practitioner.

Administer the medication only to the student named on, and in accordance with, the **DSM Medication Record** or **Medical Management Plan** (as applicable). A second staff member should be present during administration to act as the witness.

- Both the person administering the medication, and the witness should check the dosage, name of the medication, time/date for administration and any other details set out in the **DSM Medication Record** or **Medical Management Plan** (as applicable) prior to administering the medication.
- Wherever possible, administer medication in a space away from sight of other students to protect the student's privacy and confidentiality.
- Follow hand-washing procedures before and after administering medication.
- Details of medication must be recorded as follows:

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- Medication given under the **Medical Management Plan**: Record this as a Compass sick bay entry. No DSM Medication Record is required.
- Medication given under the **DSM Medication Record**: Fully update and sign the DSM Medication Record to reflect all details concerning the administration.
- Once the DSM Medication Record is full or the medication is no longer used or the course of medication is completed, save a copy of the DSM Medication Record on the school portal Compass.
- Return the medication (with the accompanying **DSM Medication Record**, if applicable) to the locked medication box in the front office, refrigerator, or secure place in the classroom, as per the storage instructions outlined in the **DSM Medication Record** or **Medical Management Plan**.
- Notify parents if the medication has **NOT** been administered to the child as per the instructions on the **DSM Medication Record** or **Medical Management Plan**.
- The following applies where the administration of medication to a student takes place during school camps, excursions or other external activities:
 - The teacher in charge of the camp group, excursion or activity must administer the medication in a manner consistent with the above procedures.

On return to school, the teacher in charge must (i) return the medication to the relevant storage location and (ii) return the documentation to the front office and arrange for it to be scanned to the school portal Compass.

Self-administration

Self-administration means that the student does not require support to take the medication. A student may self-administer medication if:

- it is appropriate taking into account the age of the student and any other circumstances; and

a parent or guardian has provided written authorisation to the child self-administering the medication on the **DSM Medication Form**, or it is detailed on the child's **Risk Minimisation Plan** and/or **Medical Management Plan**

The student must advise a DSM staff member if they require self-administration of medication. DSM staff must supervise the self-administration of medication.

For self-administration of medication given in accordance with the **DSM Medication Form**, the self-administration must be recorded on the **DSM Medication Form**. For self-administration of medication given in accordance with the **Medical Management Plan**, the self-administration must be recorded as a Compass sickbay entry.

In most cases, students are not permitted to carry their own medication or keep it in their bags or lockers, even if they are permitted to self-administer it. See the section *Medication storage below* for exceptions.

The Principal may agree to exceptions to the above on a case by case basis for secondary school aged students. See the section *Exceptions for secondary school aged students below*.

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Medication error

If a student takes medicine incorrectly, the school will do the following:

- Follow first aid procedures outlined in the student's **Risk Minimisation Plan**, or **Medical Management Plan** (if applicable)
- Ring the Poisons Information Line (13 11 26) and give details of the incident and student.
- Act immediately upon their advice, such as calling an ambulance (000) immediately if advised to do so.
- Contact a parent or guardian or the emergency contact person to notify them of the medication error and action taken.
- Review medication management procedures at the school in light of the incident.

Medication storage

- Medications of all kinds, including paracetamol, must not be left in student's bags or lockers, or otherwise carried by students.
- The only exceptions are:
 - Students who provide the school with written parental permission and a **Medical Management Plan** may carry an asthma inhaler, insulin or an EpiPen or Anapen with them in accordance with their **Risk Minimisation Plan** and **Medical Management Plan**.
 - The Principal may agree to an exception on a case by case basis for secondary school aged students. See the section *Exceptions for secondary school aged students* below.
- Asthma inhalers, insulin, EpiPens and Anapens may be stored securely by teachers in the classroom and/or in first aid kits to facilitate compliance with the relevant child's **Risk Minimisation Plan** and **Medical Management Plan**.
- Other medicines must not be kept in the classroom or in first aid kits. They must be kept either:
 - in a secure, locked medication box in the front office; or
 - in the staff refrigerator, where this is necessary to comply with the recommended temperature listed on the **DSM Medication Record** and/or written on the medication label.
- The Principal, Assistant Principals, Risk Coordinator and front office staff will have access to the locked medication box.
- Any medication, cream or lotion kept on the premises will be checked regularly for expiry dates.
- A list of first aid kit contents close to expiry or running low will be given to the Risk Coordinator and/or Office Manager who will arrange for the purchase of replacement supplies.
- If a child's individual medication is due to expire or running low, the family will be notified by administration that replacement items are required.

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- It is the family's responsibility to take home medication that is expired or no longer required.

Emergency administration of medication

In an emergency (not involving anaphylaxis or asthma) that requires administration of medication not covered by a **DSM Medication Record**, any relevant **Medical Management Plan** or any relevant **Risk Minimisation Plan**, the school must attempt to receive verbal authorisation from a parent or guardian of the student, or (if they are not contactable) from another Responsible Person.

If none are reachable, the school must contact a registered medical practitioner or emergency service on 000.

After the emergency, written notice of the administration of the relevant medication must be provided to a parent or guardian of the student or other Responsible Person.

Emergency involving Anaphylaxis or Asthma

In anaphylaxis or asthma emergencies, medication may be administered to a student without authorisation, adhering to the Medical Management Plan if one has been provided. If the child's own EpiPen or Anapen or asthma reliever is not available, or they do not have one, medication contained in the school's first aid kit may be used.³

The school will contact emergency services and a parent or guardian of the student as soon as practicably possible.

The student will be comforted, reassured, and moved to a quiet area under the direct supervision of a suitably experienced and first aid trained staff member.

Exceptions for secondary school aged students

The Principal may agree to exceptions to the *Self-administration of medication* and *Medication storage* sections of this policy on a case by case basis for secondary school aged students.

Any such exception should be documented in writing and take into account whether the student requires immediate access to the medication; any special storage requirements e.g. refrigeration; and the risk of potentially unsafe access to medicines by other students.

First aid medications

The school will seek prior written consent from parents/guardians for the use of first aid medications such as creams, lotions and electrolytes for first aid treatment at events such as swimming, Athletics Day and camps and excursions. The school may seek a blanket consent to cover all events in a particular year, or one-off consent for a particular event. Consent forms will be scanned to the child's Compass profile (or, if required by the Principal, to the school server). The staff member administering the first aid medication is responsible for recording its use in Compass.

³ For asthma, this is permitted by the [Asthma Australia's Guidelines for Schools](#). For anaphylaxis, this is permitted by section 10 of the Department of Education's [Anaphylaxis Guidelines](#).

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9. Appendix

DSM Medication Record

Section 1: Parent/guardian to complete

Note: A separate record must be completed for each medication. For prescription medication, the instructions below must match those on the prescription label and any additional instructions provided in writing by the registered medical practitioner. A new record must be provided quarterly (earlier if medication needs change).

Student name		Medication name	
Student's class		Date this record first completed	
Student can self-administer*? (Y/N)		Storage instructions	
Administration method		Dosage	
When to administer & circumstances <i>(Provide as much detail as possible)</i>			
Any other relevant information			
Parent/guardian signature			

Information about when this medication was last administered by parent/guardian <i>(Complete if relevant)</i>			
Date	Time	Dosage	Parent/guardian signature

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