

Administration of Medication and Health Care Procedure.

Prescribed Medication at School

When a medical practitioner has prescribed medicine that must be administered at school, parents/carers are responsible for:

- Completing the written request forms with a signed letter from the doctor outlining dosage and method of administration.
- Supplying the medication in the original packaging with clear instructions on dosages or a Webster pack.
- Collaborating with the school to arrange for the supply and administration of the prescribed medicine.
- Supplying all items needed to administer the medicine.
- Ensuring a letter from the doctor is sent or emailed to the school if there are changes to the dosage.
- Informing the school of any changes to the health care needs of their child.

Key Points to Remember

- A Request for Medication to be Administered at School form must be completed and signed by the parent/carer. This form must be accompanied by a doctor's letter advising the medication dosage and administration details.
- For students who travel to school on Assisted School Travel, their parents/carers must notify the office when students bring medication to school in their bags.
- Students with asthma must have immediate access to asthma medication such as puffers.
- Except in an emergency, only staff members who have been trained, will administer medication to students.
- When a student has been in hospital and returning to school parents will advise school of any changes to their health care plan or medication, this may include the hospital discharge summary.

Non Prescribed Medication at School

Schools do not administer medication which has not been specifically requested by a medical practitioner. In some cases the medical practitioner may advise the use of 'over the counter' medication. In this situation parents/carers must still complete a Request for Medication to be Administered at School form which must be signed by the parent/carer. This form must be accompanied by a doctor's letter advising the medication dosage and administration details.

Where possible medication such as Panadol and cough medicine should be administered by parents/carers before or after school, if this medication is to be administered at school a signed letter from the doctor must accompany the medication advising the dosage and administration details.

Only staff who are trained in the administration of medication are required to administer the medication in accordance with the Department's policies and procedures.

Tube Feeding

Tube feeding is the process of delivering prepared liquid nutrition into the stomach via a gastric tube or nasogastric tube. Only school learning support officers, who have been trained to perform this procedure, can undertake this procedure.

Parents/Carers are responsible for informing the school if their child needs to be tube fed at school and must complete all relevant paper work.

Parents/Carers are responsible for supplying all items necessary for tube feeding their child.

The tube should be supplied in a container with a lid and be accompanied by the correct supplement.

If the peg button becomes dislodged parents/carers will be informed immediately so they can reinsert the peg button or advise the school to phone an ambulance if required. Staff are not permitted to reinsert peg buttons.

Parents/Carers are responsible for replacing any tube feeding equipment.

Suctioning

Suctioning is the process of removing visible fluids and solid particles from the mouth and nose or around the tube insertion site. Suctioning may be required when a student cannot clear his or her own airway effectively.

The preferred method and frequency of suctioning will be documented in the student's individual Health Care Plan.

Individual Health Care Plan

A written individual health care plan will be developed for each student who has complex or high level health care needs such as anaphylaxis, asthma and epilepsy. Parents/Carers are responsible for:

- Bringing their child's health care needs to the attention of the school.
- Providing written advice from a medical practitioner. This should include a signed Health Care Plan and Emergency Response Plan, developed and signed by the medical practitioner.
- Ensuring information is updated if it changes.
- Supplying any medication or consumables necessary for the administration of the Health Care Plan.

All changes to medication and/or procedures must be communicated in writing to the school office and classroom teacher.

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