

# MEDICATION MANAGEMENT POLICY



## RATIONALE:

McLaren Vale Primary School will facilitate effective care and health management of students with acute episodes of illness and medical emergencies. Medical conditions include, but are not limited to, asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. MVPS is committed to a planned approach to the management of medical conditions to ensure the safety and wellbeing of all students. We are also committed to ensuring our staff are equipped with the knowledge and skills to manage situations to ensure all students receive the highest level of care and to ensure their needs are considered at all times. Providing families with ongoing information about medical conditions and the management conditions is a key priority.

## AIMS:

**McLaren Vale Primary School will minimise the risks around medical conditions of students by:**

- Collaborating with families of students with diagnosed medical conditions to develop an action plan for their child
- Informing all staff, including casual staff, of all children diagnosed with a medical condition and the action plan procedures for these
- Providing all families with current information about identified medical conditions of children enrolled at MVPS with strategies to support the implementation of the action plan
- Ensuring all students with diagnosed medical conditions have a current action plan and medication authority that is accessible to all staff; and
- Ensuring all staff are adequately trained in the administration of an emergency situation
- Ensure all staff are aware and follow DfE's "Managing student medical conditions" procedure.

## PROCEDURE:

**Upon enrolment at MVPS or at time of diagnosis MVPS will:**

- Ensure that any parent/caregiver with a child enrolled at MVPS that has a specific health care need, allergy or other relevant medical conditions is provided with a copy of this 'Medication management' policy;
- Inform parents/caregivers of the requirement to provide MVPS with a medical management plan and medication authority (if appropriate) of their child's condition;
- Plans are divided into two areas:
  - personal care plans (for daily living support) ; and
  - health care plans (for emergency response/first aid, medication, health conditions and health related personal care issues).
- Before staff can assist, parents/caregivers must provide written information from their doctor/treating health care professional that outlines specific care needs in the appropriate plan format.:
  - Care plan
  - Management plan
  - Action plan
  - First aid plan
  - Medication agreement.

- These 'care plan' forms ensure that MVPS has information from the treating health care professional relevant to the child's health, wellbeing, attendance, learning and care at MVPS. These plans include medication, first aid, specific health information, e.g. asthma, seizure/epilepsy plan, diabetes, anaphylaxis
- Staff can work with families to plan support for children who require assistance in these areas. This support may be required as there are individual first aid requirements other than basic first aid response, or the child has a predictable need for additional support with daily living tasks, or there is additional need for supervision for health related safety
- Where a parent advises their child or young person requires health support the site leader, together with the family and the child or young person, must develop a health support agreement that outlines how the site will meet the requirements of the health care plan. The health support agreement will identify site specific management and emergency response strategies and the level of care needed
- A health support agreement may be developed either with or without a formal medical diagnosis and care plan completed by a health professional
- Site leaders are to notify teachers if one of their students has a health support agreement
- An employee is not to provide invasive and/or complex health support. Refer to complex and invasive health support for further information.
- A health support agreement should be reviewed in consultation with families in each of the following circumstances:
  - annually (at a minimum)
  - when a care plan has been reviewed and updated
  - as soon as practicable after a medical emergency incident at the education or care service
  - prior to the child or young person participating in an offsite activity (ie camps or excursions) or at onsite special events (ie class parties, cultural days, fetes, incursions).
- All student's forms are kept:
  - in First Aid room with medication
  - in student confidential file in Student Services
  - electronically on Sentral.
- Children's photographs and a brief description of their medical condition will be displayed in the staff room next to the teacher's pigeon holes, as well as in classroom teacher/TRT folder to ensure that all staff are aware
- A staff medical breakdown will be held in the front office. If emergency medication is needed, it is kept in the medication cabinet in the first aid room, labelled with the staff's name.

#### **Responsibilities of parents/caregivers:**

- Complete student's enrolment form with accurate health/medical information and update this in person at Student Services if health/medical information changes through the provision of new health care plans, which are due annually. (This requires the first aid officer to make changes on the student's profile on EDSAS, add the health care plan to Sentral, put health care/medication plans in place, place photo on wall, organise any training needed for staff in collaboration with Leadership, and anything else appropriate). Any information updated needs to be added to the health section in the student's file
- Ensure MVPS has up to date information and at least two other people for back up emergency contacts in the case of an emergency
- Request the relevant Health Care plan forms from Student Services
- Have the Health Care plan forms completed and signed by the treating medical practitioner/health professional. Sign them as parent/caregiver and return them to MVPS
- Ensure all medication is delivered to MVPS as needed (in original packaging with original pharmacy label stating child's name and dosage) and that a medication plan/authority is completed and signed by the doctor and signed by the parent/caregiver.
- Update the medical information as necessary with forms completed and signed by the treating medical practitioner. Communicate any changes in health-related issues with staff immediately
- Provide and maintain your child's health equipment (e.g. spacer)
- Provide current medication – remember to replace medication stored at MVPS that has expired.

**RESPONSIBILITIES OF STAFF:**

- Check that any child with a medical/health concern on enrolment receives the appropriate Health Care plan forms
- Check Health Care Plan forms for doctor and parent signatures
- Ensure you understand the care required from the usual first aid
- Provide basic first aid in line with Department for Education recommended training
- Follow Health Support Plans, Health Care Plans and Medication Plans as necessary
- Complete the First Aid log on Sentral each time first aid or medication is given
- Ensure Health Care plans, Health Support plans, Medication plans are stored appropriately
- Staff are responsible for keeping First Aid training and Medication management training up to date, including the management of asthma and anaphylaxis, all staff are adequately trained in the administration of emergency medication such as the Epi-Pen or asthma medication.

**RESPONSIBILITIES OF THE SCHOOL PRINCIPAL:**

- Ensure families are informed about and supported to understand and participate in the Health Support planning process
- Check any issues at enrolment discussion
- Ensure correct forms are given and policy explained
- Complete health care plans with parents/caregivers as necessary
- Involve all staff in health support planning
- Ensure health support plans are developed, implemented, monitored and routinely reviewed
- Identify and ensure access to the training required to meet the routine and emergency health support needs of children
- Ensure WHS processes are inclusive of health support planning requirements.

**ALL STAFF WILL:**

- Following worksite procedures
- Follow health care plans, medication plans and health support plans
- Complete the first aid log (Sentral) each time first aid is given
- Familiarise self with students and staff throughout the school with severe health concerns
- Participate in training in line with health support planning responsibilities
- Contribute to and follow health support plans
- Maintain confidentiality
- Develop programs that are inclusive of health support plan requirements
- Communicate any health-related issues with parents.

**Policy reviewed and verified by Governing Council: December 2024**