



WINMALEE HIGH SCHOOL

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Prescription Medication

Rationale

The administration of such medication forms part of the department's common law duty of care to take reasonable steps to keep students safe while they attend school.

Policy

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school
- provide up to date information as required
- supply the medication and any 'consumables' necessary for its administration in a timely way.

The administration of prescribed medication at Winmalee High School is carried out by our front office staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.

Parents/carers of children who require prescribed medication to be administered at school must complete a written request, which is available upon contacting the school. Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.

A letter will be provided to parents/carers from the Principal confirming arrangements for the administration of the student's medication at school.

The front office stores all copies of the written medical advice and any other relevant documentation in the students file.

Process

Students negotiate when the best time during the day according to their current needs with the Front Office. They must:

1. Go directly to the first aid office before school, recess or lunch.
2. Sign that they have been given the correct medication.
3. Go directly back to class.

High needs students with complicated dosages, according to their Health Plan, will be assisted by an SLSO in consultation with parents/carers.

Self-administration of prescribed medication by students

The common law duty of care does not extend to administering prescribed medication to students who are reasonably able to self-administer.

However, the department must take reasonable steps to ensure that the self-administration is carried out safely.

This includes students who may be diabetic and require a quiet space to administer insulin.



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Emergency care

Schools do not generally supply or administer medications in an emergency unless they have been provided by parents as part of an individual health care plan for a specific student.

Parents will be required to consult with Wellbeing HT regarding conditions and circumstances in which this may occur.

In an emergency which has not been anticipated in the emergency/response care section of an individual health care plan, staff will provide a general emergency response (for example, call an ambulance). Where an emergency response requires the immediate administration of medication to prevent serious illness or injury, staff should administer the required medication.

Excursions

When organising an excursion the staff member must ensure that the prescribed medications for students list is checked. Medications must be checked out and signed for from the First Aid office before the excursion.

Overnight Excursions

The teacher is to be notified of any student requiring prescription medication, the dosage and frequency of administration. The teacher is to be provided with student's medication and has responsibility for holding and administering during the excursion.

In some cases depending on the age and maturity of the student, the student may keep the medication in their possession and staff simply check that the medication has been taken as required.

High needs students are to have an SLSO attend the excursion to assist with the care and issuing of medication and monitoring of their health and wellbeing.

Non-prescribed medications

Winmalee High School does not administer non-prescribed medication to students

Legal liability

Should a student be injured or made ill as a result of the administration of prescribed medication or health care procedures by a member of staff, the staff member is protected by the legal principle of vicarious liability in relation to personal injury proceedings.

This means that unless the staff member has deliberately injured the student, or behaved with reckless disregard for the student's safety, the department will be liable for any injury caused by the negligence of the staff member.