Administration of Medications in Schools

Administration of Routine and Emergency Medications in State Schools

**Prescription Medication**
 Including pharmacy dispensed medicines, naturopathic, homoeopathic, vitamins, minerals, herbal preparations, cough and cold remedies, non-prescription anti-histamines, pain relief such as paracetamol, aspirin and non-steroidal anti-inflammatory medications such as Naproxen, Advil.

**Over the Counter (OTC) Medication**
 Ensuring the drug dosages match the letter from parent or authorising administration of short term prescription medication e.g. antibiotics.

**Emergency Medication**
 Including epilepsy, diabetes, asthma and anaphylaxis.

**Authority to Administer Medication**

*Prescription medication*
- Ensure Authority to Administer Medication form is completed for long term medication e.g. medication for cystic fibrosis; or
- Letter from parent's authorising administration of short term prescription medication e.g. antibiotics

*OTC Medication*
- Ensure Authority to Administer Medication form is completed by the doctor.

**When administering medication, follow the Five Rights of Medication Administration**

1. **Right Person**: Check the identity of the student.
2. **Right Drug**: Check:
   - when the drug is taken from the cupboard
   - before the drug is put into a medicine cup or similar prior to giving it
   - again as the container is returned to the cupboard
3. **Right Dose**: Check the dosage on the medication container (pharmacy label) and the Request to Administer Medication at School form. Ensure the drug dosages match.
4. **Right Time**: Ensure medication is administered at the prescribed time.
5. **Right Route**: Check the instructions as per pharmacy label prior to administration and follow specific instructions e.g. to be taken with food.

**Storage and Disposal of prescribed and OTC Medications**

- Ensure appropriate storage of medication according to the manufacturers’ instructions.
- Store medication in a non-portable, locked space such as cupboard/cabinet reserved for medications.
- Ensure access to all stored medications is only to persons authorised to administer medications.
- Store in original containers in a manner that assures security and efficacy.
- Ensure medication sent to school as a transit measure (e.g. shared custody/care or traveling to a respite setting directly from school) is stored in a secure area whilst the students are at school.
- Dispose of unused and unclaimed medication by:
  - Advising the parent to collect the medication from the school;
- Ensure safe disposal of sharps.

**Authority to Administer Emergency Medication**

1. **Emergency Medication** must be medically prescribed for specific students.
2. For students who are suspected of having an anaphylactic reaction and do not have a medical diagnosis, refer to the Anaphylaxis Guidelines for State Schools.
3. For students requiring emergency treatment for asthma who do not have an emergency health plan, follow asthma first aid.

**When administering emergency medication:**

- Administer first aid when there is no student-specific plan.
- Follow the student’s Emergency Health Plan.

**Reminder:** Contact ambulance ring ‘000’.

**Storage of Emergency Medication**

Consider the placement of emergency medication: medication needs to be accessed in a timely manner.

**REMEMINDER:** EMERGENCY MEDICATION MUST NOT BE STORED IN A LOCKED CABINET.