



## **POLICY IMPLEMENTATION: Medication Management Procedures**

*(To be read in conjunction with the Greensborough College Medication Management Policy)*

The school has developed procedures for the appropriate storage and administration of prescribed and non-prescribed medicines to students by school staff with reference to individual student medical information.

### **1. Student Information**

Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a medical condition or illness has an individual management plan that is attached to the student record. This management plan is provided by the student's parents/guardians and contains details of:

- The usual medical treatment needed by the student at school or on school activities
- The medical treatment and action needed if the student's condition deteriorates
- The name, address and telephone numbers for an emergency contact

### **2. Administration of Prescribed Oral Medication**

Parents/guardians are required to inform the principal in writing (on the Medication Admission Permission Form) of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example, in the case of asthma attacks. Medication Administration Permission Forms are available on the website and from the office and should be completed and signed by the parent/guardian. The College will not administer any medication without CURRENT, WRITTEN instructions from a parent/guardian.

Certain students are capable of taking their own medication (usually tablets) while other students may need assistance from teachers. This information will be recorded on the individual student's management plan.

All medication sent to school is to be administered by school staff, and parents/guardians are required to supply medication in a container that gives the name of the medication, name of the student, the dose, and the time it is to be given. The Sick Bay attendant is responsible for the secure storage and appropriate administration of medication.

Two staff members should supervise the administration of medication and check the information noted on the medication log. Medication cannot exceed a week's supply.

### **3. Administration of Analgesics**

Analgesics will not be administered to students without WRITTEN permission of parents/guardians and are to be issued by the Sick Baby attendant who will record the administration of the analgesic in the medication log. Analgesics are to be supplied by parents.

### **4. Asthma**

Asthma is an extremely common condition. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers, their airways narrow, making it hard for them to breathe.

Symptoms of asthma commonly include:

- Cough
- Tightness in the chest
- Shortness of breath/rapid breathing
- Wheeze (a whistling noise from the chest)

Many children have mild asthma and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

#### **4.1 Student Asthma Information**

Every student with asthma attending the school has a written Asthma Action Plan, ideally completed by their treating doctor or pediatrician, in consultation with the student's parent/carer.

It is the responsibility of the Sick Bay attendant to ensure that all Asthma Action Plans are up to date. The plan is attached to the student record and updated annually or more frequently if the student's asthma changes significantly. The Asthma Action Plan should be provided by the student's doctor and is accessible to all staff. It contains information including:

- Usual medical treatment
- Details on what to do and details of medications to be used in cases of deteriorating asthma – including how to recognize worsening symptoms and what to do during an acute asthma attack
- Name, address and telephone number of an emergency contact
- Name, address and telephone number of the student's doctor

If a student is obviously and repeatedly experiencing asthma symptoms and/or using an excessive amount of reliever medication, the parents/guardians will be notified so that appropriate medical consultation can be arranged.

#### **4.2 Asthma Medication**

There are three main types of asthma medications: relievers, preventers and symptom controllers. There are also combination medications containing preventer and symptom controller medication in the same delivery device.

Reliever medication provides relief from asthma symptoms within minutes. It relaxes the muscles around the airways for up to four hours, allowing air to move more easily through the airways. Reliever medications are usually blue in colour and common brand names include Airomir, Asmol, Bricanyl, Epaq and Ventolin. These medications need to be easily accessible to students at all times, preferably carried by the student with asthma. All students with asthma are encouraged to recognize their own asthma symptoms and take their blue reliever medication as soon as they develop symptoms at school.

Preventer medications come in autumn colours (eg brown, orange, yellow) and are used on a regular basis to prevent asthma symptoms. They are mostly taken twice a day at home and generally will not be seen in the school environment.

Symptom controllers are green in colour and are often referred to as long acting relievers. Symptom controllers are used in conjunction with preventer medication and are taken at home once or twice a day.

Symptom controllers and preventer medications are often combined in one device. These are referred to as combination medications and will generally not be seen at school.

The College will not allow use of medication by anyone other than the prescribed student, except for the use of an asthma pump or Epipen in a life-threatening situation. For example, if a student is having an asthma attack and their own puffer is not available, one should be obtained and given without delay.

### **Evaluation**

This policy will be reviewed as part of the College's review cycle or when new information is provided by DET.