1.0 Transportation and collection of student medications

1.1 All medication must be delivered to the principal or principal delegate (eg. school nurse) by the student’s parent/guardian/caregiver.

1.2 The medication must be in its original packaging with the following details:
- Student’s name
- Name of medication
- Dose
- Frequency
- Method/Route of administration
- Any special instructions

1.3 The attached Student Medication Plan must be completed and accompany the medication.

NB: If a parent/caregiver is having difficulty meeting the above requirements they should liaise directly with the school principal or principal delegate.

2.0 Administration of medications

2.1 A member of staff will administer the student’s medication as delegated by the principal.

2.2 Medication may only be administered after receipt of the completed Student Medication Plan (for any child with an ongoing medical condition requiring regular medication).

2.3 The following information will be checked by the staff member prior to the administration of any medication to a student:

A) Right Student
B) Right Medication
C) Right Dose
D) Right Time
E) Right Method/Route (e.g. orally, injection, puffer)
2.4 The staff member is required to record the time and date of administration and to sign the School's Medication Administration Log.

2.5 The self-administration of medications in the school setting will be restricted to those used for the treatment of acute asthma (preventer and reliever medications) and diabetes following parent/guardian/caregiver negotiation with the principal.

2.6 Administration of an authorised medication by a child; should be recorded in the School's Medication Administration Log.

### 3.0 Storage of Medications

The following are the standard legal requirements for the storage of medications:

3.1 All medications should be stored securely in a locked cupboard or a locked box (securely attached to a wall) within a restricted access area.

3.2 Medications requiring refrigeration should be stored in a separate, sealed, and labelled box within a refrigerator. The refrigerator should be located within a restricted access area.

### 4.0 Risk Management

4.1 Risk management processes allow for the analysis trends and identify any systemic issues that need addressing to reduce the likelihood of future errors. We request that any medication errors are reported on the Incident Report Form and submitted to the Principal. A copy of this form is to be sent to Clinical Pharmacology, Royal Children's Hospital. Please ensure the child’s name and other identifying information is removed. The original Incident Report form is to be kept at the school.

*NB. If you have any medication concerns please contact the Poisons Information Centre on 13 11 26 or seek medical attention.*