



# CRAIGMORE SOUTH PRIMARY SCHOOL

Learners today, leaders tomorrow

## **DRUG and MEDICATION MANAGEMENT POLICIES**

### **DRUG MEDICATION ADMINISTRATION POLICY**

#### **Principles and Rationale**

This policy was developed to ensure both staff and student safety and well-being in relation to the supervision and administration of medication to students by staff. The policy is based on the following safe practices:

✿ Medication will not be administered/supervised by staff unless it is:

- Prescribed by a doctor and provided by the parent or guardian.
- Accompanied by a medication authority: these instructions must match those printed on the product packaging.
- Supplied within the medication expiry date.

✿ Medication will be stored:

- Securely but readily accessible in the case of an emergency.
- In accordance with instructions on the container e.g. temperature

✿ The correct procedures for medication supervision are followed by staff (refer to supervision of medication section).

#### **Policy and procedures**

##### **1. Supervision of medication**

✿ Staff will store and supervise only medication that has been prescribed by a doctor for the individual student, for the period of time specified. This ensures the medication is medically warranted.  
✿ Analgesics (including Paracetamol) and other medications which can be purchased over the counter without a prescription should also be prescribed if staff members are to be asked to supervise their use. It should be noted that analgesics can mask signs and symptoms of serious illness or injury and will not, therefore, be used by staff as a standard first aid strategy.

Long term: (more than 3 days):

Medication authorities must be completed and endorsed by a treating health professional and then signed by the parents. This applies to all medication including prescription and over-the counter medications (chemists and supermarkets) such as paracetamol, creams, cough medicine, medicated throat lozenges, vitamins and homeopathic remedies.

The only exception is where medication is included in a first aid kit for use in a standard first aid procedure. At the time of writing, this is the case diabetes testing kit.

Short term: (a few days): e.g. the last dose of antibiotics (prescribed medication)

The parent documents and signs and dates:

- ✿ The name of the child and medication
- ✿ The dose and the time the medication needs to be administered.
- ✿ Note: The parent information must match the label on the prescription bottle.

This short term arrangement only applies to prescribed medication that only needs supervision for a couple of days: It does not apply to medication taken over a long period of time.

✿ Two staff members will complete a medication log every time they supervise medication with a student.

##### **2. Storage of medication**

✿ Whist on site ALL medication will be stored at the Front Office. Storage to secure with clear labelling and access limited to the staff responsible for medication storage and supervision.

✿ Staff will only agree to supervise medication required during their period of supervision or care (for example, medication required three times a day is generally not required during a school day: it can be taken before and after school, and before bed). This minimises the quantity of medication held on site.

- Medications will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Some families supply thermal carry packs to maintain safe temperature storage and for ease of transport on excursions.

### **3. Supervision of medication**

Staff are generally trained to supervise oral and measured dose inhaled medication.

Everyone supervising medication needs to ensure that:

- The right child has the right medication and the right dose by the right route (for example, oral or inhaled) at the right time, and that they write down what they have observed.

A student should not take his or her first dose of a new medication at school: the student should be supervised by the family or health professional in case of an allergic reaction.

### **4. Medication error**

If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps will be followed:

- Ring the **POISONS INFORMATION LINE 13 11 26**
- Give details of the incident and client.
- Act immediately upon their advice (for example, if you are advised to call an ambulance)
- Notify the student's emergency contact person.
- Document your actions.
- Review medication management procedures at the worksite in light of the incident.

In the case of a medication error the principal will be notified immediately and appropriate departmental documentation completed e.g. critical incident report.

### **5. Self-management of medication**

All medication is to be stored in the front office and supervised by staff member. In some cases students may be allowed to self-manage medication in the class with staff member present i.e. diabetes testing of a student. Self-management is also used for asthma reliever medication where immediate access is required by students for safety.

Older students can on the advice of their parent or guardian and doctor with school knowledge, manage their own medication in the classroom. This will only occur when:

- The student is responsible enough to keep his/her own medication secure (and not share it) to minimise risk to others and is able to self-administer and seek help when needed (and to report to the front office if they need to use their puffer for an asthma attack).
- The medication is in the original pharmacy-labelled container.
- A medication authority is provided to the school.
- The medication does not have special storage requirements such as refrigeration
- The principal is satisfied that the practice does not create a situation where there is potential unsafe access to the medication by other students (for example, the students had secure personal lockers).
- The option for the service to stop students storing their own medication, should there be any concern about the safety of the individual or others on the site.
- There is an understanding that if staff members observe a student apparently self-medicating, they can sensitively and privately ask to see the original pharmacy container and check with the parent or guardian.

## **Over Arching Policy Statement**

### **Re: Unauthorised/illegal Drugs on Site**

Craigmore South Primary School is committed to maintaining a safe, secure and supportive environment for their community. These policies are part of our Whole School Drug Strategy/ Student Wellbeing focus that includes a range of curriculum, policies and procedures, and positive school environment initiatives.

Our school take action to prevent harmful drug use by students and will intervene should it occur. The use, possession and / or distribution of illicit drugs and the use and distribution of drugs such as alcohol, tobacco and prescription drugs is considered unacceptable behaviour which may be illegal.

## **Links to other School Initiatives**

- ✿ These policies also relates to the DfE Medication Management, OHS&W and Curriculum Policies and our School Behaviour Code.
- ✿ Drug education is taught as part of a sequential and developmentally appropriate curriculum and years.
- ✿ Partnerships are made with parents and community agencies to assist our school to address drug issues.
- ✿ Student wellbeing and resilience is promoted.

## **Within our school this is further supported by:**

- ✿ School Values
- ✿ Student Voice
- ✿ Child Protection Curriculum
- ✿ Life Education Van sessions (as decided by staff)
- ✿ Health Promoting Activities / Curriculum

## **DRUG MANAGEMENT POLICY**

### **Principles and Rationale**

The principles of natural justice and procedural fairness will apply in the management of suspected drug related incidents, as outlined in Appendix D of Intervention Matters.

Craigmore South Primary School will implement these in the following way.

- ✿ Brief explanation of what is alleged to have occurred and its relationship to their own health and safety and the health and safety of others.
- ✿ Inform the student of when and where the formal meeting will take place to discuss this and who will be present (staff, parent, child advocate).
- ✿ Explain their right to put forward their point of view and ask questions at the meeting (these may be written or verbal).
- ✿ Explain their right or their advocate's right to appeal regarding the process or the consequences of the behaviour.

If suspected drug related incidents occur and drug issues arise, they will be managed and responded to in ways that:

- ✿ Minimise the harm to all members of the school community.
- ✿ Ensure the wellbeing and ongoing support for the students involved are both firm and fair.

### **Procedures for school and extra-curricular activities**

#### **Overview**

Involvement with drugs, including illicit and unsanctioned drugs means that school personnel have reason to believe that:

- ✿ Drugs have been or are being used.
- ✿ Students are in possession of drugs or instruments used with drugs.
- ✿ Students are present when drugs are being used by others.

In the event of a suspected drug related incident:

- ✿ The safety and wellbeing of students will be considered paramount- they may need to be treated in accordance with the school OHS&W/ Emergency procedures.
- ✿ Parents will be contacted.
- ✿ Elizabeth Police will be informed in all illicit drug related incidents (instances of possession, use and /or distribution of illicit drugs) and/or the illegal distribution of drugs and when student use or possession of alcohol is involved.
- ✿ Consequences may vary and will depend on the nature of the situation, its potential harm and the circumstances of the individual students involved. However, they could involve suspension or exclusion.
- ✿ Regional Director, Tim Wilson will be informed in instances of possession, use and distribution of all illegal drugs and illegal drug-related behaviour e.g. student alcohol use and/or possession
- ✿ In the above instances, the incident will be recorded using the Ecarl (Child Abuse Reporting)

### ***Initial procedures for staff at incident– all drugs***

Calmly but firmly intervene ensuring the safety and health of student/s particularly utilising OHS&W principles in caring for yourself.

1. Consider calling on additional staff. If intervening staff member is not a teacher, one should be called to the scene.
2. Assess health and safety of student/s involved (Phone 000 in an emergency.)
3. Inform student /s of concerns and seek their cooperation.
4. Note incident details – who, what, when, and where.
5. Ensure all students, staff and wider community are safe from the drug whilst awaiting police attendance.
6. Escort student/s to Principal or delegate and hand over with details of incident.
7. Attend to other students.

### ***Principal/delegate management of incident***

8. Continue to monitor student safety
9. Throughout, inform students of proceedings, using natural justice principles.
10. Secure evidence.
11. Make an initial assessment of seriousness of incident.
12. Determine next level of involvement.

13. Suspected use/possession/distribution of illegal substance, drug paraphernalia or unidentified substance	Suspected use/possession/distribution of legal substance but illegal behaviour (e.g. alcohol)	Suspected use/possession/distribution of legal substance but unsanctioned behaviour	No substance, no confession of drug use but unusual behaviour suggests drug use		
↓	↓	↓	↓		
14. Contact police to investigate/identify. Contact Regional Office.	Contact police for advice, clarification or notification. Notify Regional Office.	Use professional judgment to determine if need to inform police e.g. regarding community safety	Treat the student as unwell, implementing the school's processes for managing unwell students. Contact parents/caregivers to collect unwell student		
↓	↓	↓			
15. Contact parents. If police are involved, be guided by them in the matter.					
16. Determine other participants for a school based response: student advocate, procedural observer, etc. Ensure all participants understand proceedings and roles.					

### ***Following actions, determining consequences***

17. Report incident through ECarl or contact Child Abuse Reporting.
18. Apply processes and consequences as per school's behaviour and/or drug policy.
19. Plan a re-entry meeting if relevant, supported by a Student re-entrance plan.
20. Arrange counselling with wellbeing hub and ongoing educational support as needed.
21. Debrief staff, support as required.
22. Review school procedures.

**Designated staff members (To be reviewed annually)**

Principal

Leadership Team

First Aid Support: SSO staff

**For advice, contact as appropriate:**

SAPOL 131444 for attendance, local police to inform:

DfE regional office: 8256 8111

DfE Legislation and Legal Services Phone: 08 8226 1555

DfE Communications Manager (media) Phone: 8226 7904

DfE Drug Strategy Phone: 08 8226 1287

Child Abuse Report Line Phone: 13 14 78

Drug and Alcohol Service South Australia (DASSA) Support line Phone: 1300 131340

**Ratification:**

These policies have been ratified by:

Principal: Krystal Keogh

Governing Council Chairperson:

Staff Delegate: Moira Giacopini and Hannah Felstead

Updated by staff: August 2018

School Values

Respect – Collaboration – Integrity – Diversity--Responsibility