

## **MOORAK PRIMARY AND PRESCHOOL** **DRUG and MEDICATION MANAGEMENT POLICIES**

### **Over Arching Policy Statement**

Moorak Primary and Preschool are 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 schools 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 DECD Medication Management, WHS and Curriculum Policies, and our School Behaviour Code.
- ❖ Drug education is taught as part of a sequential and developmentally appropriate curriculum.
- ❖ Partnerships are made with parents and community agencies to assist our school to address drug issues.
- ❖ Student wellbeing and resilience are promoted.

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

- ❖ School Values / Programme Achieve
- ❖ Student Voice
- ❖ Child Protection Curriculum
- ❖ Life Education Van sessions every two years
- ❖ 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.

Moorak Primary and Preschool 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 (within 48 hours) and who will be present (staff, parent, child and 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 both 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 schools WHS Emergency procedures.
- ❖ Parents will be contacted.
- ❖ Limestone Coast 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.
- ❖ Education Director, Adam Box, 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 Incident and Response Management System (IRMS).

Follow up support for students' wellbeing will be implemented.

### **School Procedures**

These procedures are detailed in [Intervention Matters](#) Part 3 (Managing suspected drug related incidents) and Appendix A (Incident management roles and documentation) and in the [Incident guide and checklist](#).

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

Calmly but firmly intervene ensuring the safety and health of student/s and particularly utilising WHS 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. Safely, collect any suspected drugs and drug paraphernalia, awaiting police collection
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: collect, document
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. Consider whether mandatory reporting is required.
18. Report incident through Incident and Response Management System (IRMS)
19. Apply processes and consequences as per school's behaviour and/or drug policy.
20. Plan a re-entry meeting if relevant, supported by a Student Development Pan.
21. Arrange counselling and ongoing educational support as needed.
22. Debrief staff, support as required
23. Review school procedures.

### **Authority**

This policy is consistent with the DECD *Intervention Matters: A policy statement and procedural framework for the management of suspected drug related incidents in schools*, revised 2012. This policy was originally developed by the School's Core Team in consultation with students, staff and parents and endorsed by Governing Council. To ensure continuous improvement, school procedures are reviewed at least every two years.

Copies of this policy will be kept in the Principal's office, Resource Centre and the hard drive.

## **DRUG MEDICATION POLICY**

### **Principles and Rationale**

This policy is 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 should 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 for asthma first aid.
- ❖ 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.
- ❖ Staff 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 should be secure with clear labelling and access limited to the staff responsible for medication storage and supervision.
- ❖ Staff will accept and agree to supervise only 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**

Staff should store and supervise medication for junior primary aged students. Many worksites will also require that older students' medication is stored securely by staff. The exception is often 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, carry and manage their own medication. 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
- ❖ a daily requirement (dose) quantity only is carried by the student (except asthma puffers)
- ❖ 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

**For further information** on the department's health support planning procedures and additional information on medication management (forms, FAQs and resources) in schools refer to [www.chess.sa.edu.au](http://www.chess.sa.edu.au) > A-Z Health Support Index

#### **Authority**

This policy is consistent with the DECD *Health Support Planning in Education and Children's Services (revised 2006)* guidelines. These guidelines reflect departmental policy and procedures for supporting students with physical health care needs in education settings. The supervision of medication to students falls within the auspice of health support.

In the spirit of this medication management policy the term medication encompasses the following:

- ❖ prescribed medications
- ❖ over the counter medications (including paracetamol, creams, cough medication)
- ❖ vitamins and minerals
- ❖ homeopathic, naturopathic and herbal medications

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

Principals:

School Counsellor:

First Aid Support: SSO staff

**For advice, contact as appropriate:**

SAPOL 131444 for attendance, local police to inform: .....

DECD regional office: 8724 5300

DECD Drug Strategy for advice: 8226 1287

DECD Legislation and legal Services: 8226 1555

DECD Communications (Media) 8226 7904

**Ratification:**

These policies have been ratified by:

Principal: \_\_\_\_\_

Governing Council Chairperson: \_\_\_\_\_

Staff Delegate: \_\_\_\_\_

Dated: \_\_\_\_\_