



**St Margaret
Mary's School**

Preschool to Year 6



Changes to medication management processes

Dear Parents / Caregivers

The safety and wellbeing of our students are of paramount importance – they are the focus and priority of every staff member at our school community.

Our school aims to always comply with “best practice” protocols, keeping up with relevant changes to processes to ensure we have a duty of care of the highest standards.

The World Health Organisation (WHO) describes unsafe medication practices and errors as one of the leading causes of injury and avoidable harm in health care across the world. Medication management for children and young people has additional challenges. A small error in the dose may have a much greater risk of harm compared to an adult. Prescribing medications to children and young people often require weight related dose adjustments.

Risk minimisation strategies and protocols are imperative in educational settings. For this reason, we are moving forward with medication management best practice protocols, as recommended by SA Health and the Department for Education, regarding the administering and storage of student medications, especially those that are administered to students on a daily/routine basis.

It is a requirement that our school and care services have medication management processes in place that:

- are consistent with these best practice protocols;
- include strategies to monitor, review, and improve medication management practices;
- routinely remind staff, parents / caregivers, and students about the medication management processes for St Margaret Mary's School.

These medication management best practice requirements and protocols will be applicable at all times medication is administered to students by staff, including:

- at school;
- on excursions;
- on camps.

These changes will come into effect at

St Margaret Mary's School

starting on Monday 14th October 2024

Monday of Week 1 Term 4, 2024

Medication Agreement Form

Medications that are required to be administered to a student by a school staff member must be recorded on a **Medication Agreement form** (usually a HSP 151), and signed by a registered health professional in the case of controlled drugs (S8), oxygen, insulin, or pain relief administered regularly or for more than 72 continuous hours.

In the case a student requires medication for asthma and anaphylaxis, details of the medication and its administering must be recorded on either:

- an Asthma Care Plan for Education and Care Services, or
- an Action Plan for Anaphylaxis

Two staff members are required to administer medication to a student and the Medication Log (HSP 155) must be completed and signed. This process is currently implemented at our school.

New process – Dose Administration aids, such as Webster-paks ®

Regularly administered medications, or in the case of pain relief for more than 72 continuous hours, **must now be provided to the school in dose administration aids, such as Webster-paks ®**.

A Webster-pak ® is a prepackaged and presorted medication dispenser that simplifies the process of taking medications. The pack is usually organised by the day of the week, with individual compartments for each dose of medicine.

Providing medication in a Webster-pak ® is considered best practice for safe medication management. As it is the pharmacist that prepares the Webster-pak ®, it is still considered the “original pharmacy packaging”.

In the case of cut tablets, it is also best practice to have these provided in Webster-paks ® as medication must be received intact and not pre-cut by parents / caregivers. Staff are no longer able to split or break whole tablets into halves/quarters, and any such requirement must be considered when pharmacists organise your child’s Webster-pak ®.

The administering of medication from Webster-paks ® reduces the risk of medication errors.

Pharmacies are able to support families with the organisation of their child’s medication into Webster-paks ®.



New process – Medication supply

Medications, such as pain and allergy relief, that are taken occasionally, are not required to be organised in Webster-paks ®, however as is the current protocol:

- must be recorded on a Medication Agreement form (HSP 151);
- must be provided to the school in an original pharmacy container with a pharmacy label;
- must have a pharmacy label in the name of the student for whom they are to be administered;
- must have a pharmacy label with the same dose/time/schedule, etc, as is recorded on the Medication Agreement.
- two staff members are required to administer the medication to the student and the medication log (HSP 155) must be completed and signed.

This process is currently implemented at our school.

Refusal to take medication

There may be a number of reasons why a student refuses to take their medication. St Margaret Mary's School and its staff cannot use restrictive practices to make a student take their medication.

It is important to encourage students to take their required medications, and this may include school staff making allowances for an alternative time and location for administration (for example not in the classroom or not around peers).

When a student refuses to take their medication, school staff will notify the parent / caregiver immediately. We will attempt to follow the advice given by the parent / caregiver provided it meets the requirements of this procedure. The parent / caregiver may need to attend the school to administer the medication.

Refusal by a student to take their medication will be documented in the Medication Log and on a Medication Advice form.

Accessible forms

St Margaret Mary's School is happy to support families by providing access to up to date documentation (hard copy or electronic versions), including:

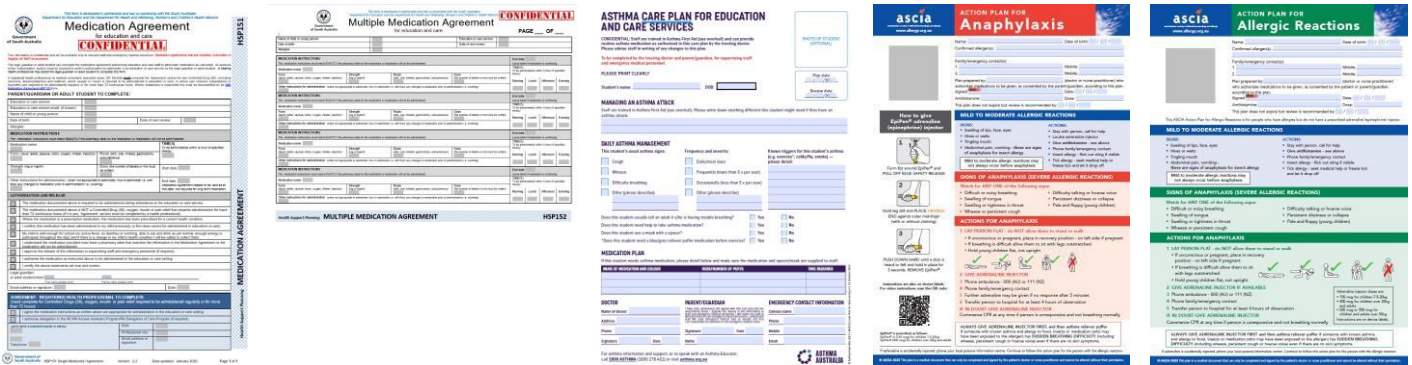
[Medication Agreement form](#) – HSP 151

[Multiple Medication Agreement form](#) – HSP 152

[Asthma Care Plan for Education and Care Services](#) – Asthma Australia, asthma.org.au

[Action Plan for Anaphylaxis](#) – Australasian Society of Clinical Immunology and Allergy (ASCI), www.allergy.org.au

[Action Plan for Allergic Reactions](#) – Australasian Society of Clinical Immunology and Allergy (ASCI), www.allergy.org.au



Please do not hesitate to contact front office staff for assistance. I appreciate that for some families, these changes may appear to be considerable, however most of the processes mentioned in this document are already implemented and in use at our school.

It is important to note the changes to medication management protocols ensure St Margaret Mary's School meets compliance. By meeting compliance, it ensures we are able to safely undertake our duty of care of all students whose care we are entrusted with.

To align us with best practice, we ask families to now make arrangements for their child's medication to be organised in a dose administration aid, such as a Webster-pak®, in preparation for the start of **Week 1 in Term 4, Monday 14th October 2024.**

As always, please do not hesitate to contact me on 8245 5800 if you have any questions.

Kind regards

Kelly Campbell Principal