

## Medication Administration

### Administration of Medication

From time to time it may be necessary for medication to be administered to students during College hours, or whilst on excursions, in order to keep them safe.

### Sacred Heart College's Policy

In the event that it is necessary to administer medication to a student it is our policy that:

- Medication will be safely administered to students for whom they are prescribed;
- Staff will only assist with administering medication that cannot be taken before or after school (e.g. medication that needs to be taken several times a day);
- Medication, including over-the-counter medications, will only be administered where there is also authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but not pharmacist) to administer the medication to students;
- Medication will only be administered if it is prescribed, in the original container and has a pharmacy label;
- Medication will be safely stored according to manufacturer instructions and will only be accessible by those granted express permission;
- Medication will only be administered after the parent/carer has administered the first dose of the medication to their child and has provided any relevant advice regarding potential side effects;
- Medical records will be appropriately stored and maintained;
- Students' routine or emergency medication requirements will be reviewed annually or as required; and
- Staff will undergo specialist health needs training required to administer medication in accordance with student health care plans where required (e.g. for students with complex medical needs).

### Ongoing Responsibilities

The safe and appropriate administration of medication is an ongoing responsibility that requires collaborative effort between the Principal, College staff, students and parents/carers. The ongoing responsibilities of the members of the College community in relation to the administration of medication include:

#### Parent/Carer Responsibilities

Parents/carers are responsible for:

- Notifying the College of all medical conditions that may require the administration of prescription medication during school hours by way of written request;
- Providing written instructions about any special requirements for storage as indicated by their medical practitioner or pharmacist;
- Conveying all relevant advice and information from the medical practitioner to the College ;
- Informing the College if health needs develop or change;
- Supplying the medication and any 'consumables' necessary for its administration in a timely way (if the parent/carer is unable to deliver the medication to school, it is advisable that a responsible person be nominated by the parent/carer to transport the medication to the school as agreed); and
- Collaborating with the College in working out arrangements for the supply and administration of prescribed medication.

#### Student Health Plan

A health plan should be developed for each student who is required to take prescription medication during school hours, any student who is diagnosed with being at risk of an emergency reaction, and any student that requires the administration of health care procedures. The plan should specify agreed arrangements for supply, administration and storage of the prescribed medication.

The plan will include:

- An emergency care/response plan if required;
- A statement of the agreed responsibilities of different people involved in the student's support;
- A schedule for the administration of prescribed medication;
- A schedule for the administration of health care procedures if required;
- Specific training requirements for complex medications if required;
- Procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical;
- An authorisation to contact the medical practitioner; and
- Other relevant documents.

The health plan shall be stored appropriately and updated regularly. It shall be communicated to relevant staff in a confidential manner.

Each staff member shall fulfil their agreed roles as documented in a student's health care plan and the College shall inform parents as soon as possible if a concern regarding a student's health care arises.

#### Maintenance of Medical Records

Student medical records are maintained in accordance with our [Student Medical Records Policy](#), which includes a provision to ensure that College is regularly updated as to the status of existing medical conditions.

#### Storage of Medication

Medication will be stored:

- According to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner, or according to the student health care plan;
- For the period of time specified in the written instructions received;
- Away from classrooms;
- Away from first aid kits;
- In a non-portable, locked space such as cupboard/cabinet or fridge reserved for medications only; and
- In a secure, locked space with authorised access only.

The quantity of medication provided will not exceed a week's supply, except in long-term continuous care arrangements.

Medication will only be accessed by staff members who have been granted express permission to do so.

Emergency medication (e.g. asthma relievers, adrenaline auto injectors or meter/hypo kits) will be stored in a safe, unlocked location that is easily accessible to the authorised student and staff at all times in the event of an emergency. The location of emergency medication will be communicated to all relevant staff members and students.

Schedule 8 medications (known as 'controlled drugs') must be stored in a locked cabinet at all times unless being administered, due to their potential for theft and potential misuse. They must be separated from all other non-schedule 8 medications.

\*NB: 'Controlled drugs' are prescription medication, such as Ritalin and Dexamphetamine, which have the potential to cause dependence or be abused.

#### **Disposal of Medication**

If the College is advised by the parent/carer that the medication is no longer required, staff members are required to request that parents/carers visit the school personally to collect unused medication. If the parent/carer fails to collect the medication then staff members are required to notify the parent/carer of the planned disposal arrangements. Unused or expired medication will be returned to a local pharmacy for destruction.

#### **Stolen or Misused Medication**

Where medication has been stolen or misused, including controlled drugs, staff members are required to:

- Notify parents/carers to arrange a replacement dosage of medication;
- Follow the established procedures for missing property on College grounds; and
- Contact Police if required (this is advised for loss of controlled drugs).

#### **Procedure**

**The following safety procedures shall be followed when administering medication:**

#### **Authorisation for staff administration of medication**

Parents/carers and health care practitioners must provide written permission to the school authorising school staff to administer medication to their child in accordance with this policy. All authorisations are maintained in accordance with our [Student Medical Records Policy](#).

Sacred Heart College requires parents/carers to provide authorisation using the College [Authorisation of Medication Administration Form](#).

#### **Staff Administration of Medication**

Staff will administer routine/short-term medication according to the written instructions provided by the student's parent/carer and health care practitioner.

The same staff member is responsible for selecting, preparing, administering and recording the administration of medication to a student. The College will determine on a case-by-case basis which medications require a second person check before administration.

#### **Staff will NOT administer medication if:**

- The medication does not have medical authorisation (for valid medical authorisation it is necessary that the original container is labeled 'Prescription Medication' or 'Schedule 8 – Controlled Substance' or the pharmacy label attached to the original container has the prescribing health care practitioner's name);
- The instructions provided by the health care practitioner or parent/carer contradict the instructions on the pharmacy label. Staff members must seek clarification from a parent/carer before proceeding;
- The instructions provided are unclear or unambiguous. Staff members must seek clarification from a parent/carer before proceeding; or
- The medication was prepared in advance for later administration (this is prohibited due to the risks of contamination or the potential mix-up with other medications).

#### **During administration staff will:**

- Follow the instructions on the student health plan;
- Check the student's identity;
- Look at the pharmacy label for confirmation of the student's name, the medication name, dose and route; and
- Administer the medication to the student directly from the original pharmacy container.

#### **Following administration staff will:**

- Sign the [Administration Of Medication At School Record Sheet](#) to prove the medication has been administered;
- Notify the parent/carer if the medication quantity is low or approaching its expiry date;
- Notify the classroom teacher and parent/carer if the student refuses their medication to determine possible risks and any further actions;
- Notify the parent/carer if the student misses a dose or if any other medical error occurs; and
- Notify the parent/carer if the student presents with side effects so that the parent/carer may seek medical advice, notify the Principal and record any event related to side effects of medication in student records.

It is not the College's role to interpret behaviour in relation to a medical condition or monitor the effects of medication.

#### **If there is an error in the administration of medication staff must:**

- Phone 000 immediately if the student has collapsed or is not breathing, request ambulance services and follow the advice given; or
- Phone the Poisons Information Centre on 131 126 if there is no immediate adverse reaction and follow the advice given;
- Record the incident of incorrect dosage on the [Administration Of Medication At School Record Sheet](#);
- Notify the Principal and the student's parent/carer of all medication errors (e.g. missed dose, dose refusal, incorrect dosage, incorrect medication); and
- Review medication management procedures in light of the incident.

#### **Self-Administration of Medication**

Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision.

Self-administration may apply to students who are assessed by their parents/carers as capable, there is signed permission from the parent/carer and the student's health care practitioner and there is approval by the Principal.

**In granting approval, Principal or Principal's delegate will take into account:**

- Administration Of Medication At School Record Sheet to prove the medication has been administered;
- Whether the student can confidently, competently and safely administer medication according to infection control guidelines;
- Whether the student can follow their timetable for administering medication;
- Whether the medication has any special storage requirements;
- Whether the student can demonstrate practices of secure storage of medication when that medication is potentially harmful to other students;
- Whether the student can safely dispose of sharp equipment where relevant; and
- Whether the student can ensure their own medication is not out of date

**Self-administration is likely to be appropriate for routine medications, for example:**

- Monitoring blood glucose levels and the injection of insulin for diabetes;
- Inhaling preventative reliever medication such as Ventolin for asthma;
- Orally administering anti-convulsion medication for epilepsy;
- Orally administering enzyme replacements for cystic fibrosis; or
- Applying medicated ointment to the skin.

**Students who self-administer may also be permitted to carry their own emergency medication with them at all times. This will be permitted where the College has ensured that:**

- A parent/carer has provided written permission for their child to carry their own medication at all times;
- The parent/carer has provided the school with written advice supporting self-administration as provided by the prescribing health practitioner;
- Staff are aware of students who are carrying emergency medication; and
- Staff who supervise the student are familiar with warning signs associated with the medical condition and are trained to administer the emergency medication if the student is unable to do so.

The Principal will not approve students who require Ritalin or Dexamphetamine (or other controlled drugs) to keep their medications on their person in order to self-medicate as these medications must be stored securely in a locked cabinet when not being administered.

**Administration of Emergency Medication** In the event of a medical emergency, school staff are required to follow the student's health plan or the instructions of the prescribing health care practitioner's written advice.

Where no specific emergency action plan is available, staff members are required to follow school emergency procedures as outlined in the **First Aid Policy**.

College requires school staff to record the details of administration of emergency medication on the **Administration of Medication Record Sheet (Emergency Medication)**.

**Workers' Responsibility**

**College workers are responsible for ensuring that they:**

- Have the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's health plan;
- Are familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times;
- Work with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs; and
- Notify the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's health care.

**Implementation**

**This policy is implemented through a combination of:**

- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/carers and the students themselves; and
- Initiation of corrective actions where necessary.

**Discipline for Breach of Duty**

Where a staff member breaches this policy College may take disciplinary action.

**Related Policies**

**Accident Management**  
**Attention Deficit/Hyperactivity Disorder Policy**  
**Allergy Awareness Policy**  
**Anaphylactic Shock Management Policy**  
**Asthma Management Policy**  
**First Aid Policy**  
**Medical Appointments Policy**  
**Student Medical Records Policy**

**Related Documents**

**Authorisation of Medication Administration Form**