



Administration of Medication Procedure

Rationale

Taking medication that has not been prescribed by a doctor is dangerous. Schools require medical authorisation to administer any medication to students. This policy outlines the procedures to be followed when a student requires medication while at Mid North Christian College as well as on excursions and camps.

Scope

This procedure applies to all staff working at Mid North Christian College.

It describes:

- the roles and responsibilities for safe and effective medication management practices at Mid North
- how to plan and manage children and young people requiring medication administration
- the first aid response for emergency medication administration
- education and training for medication management.

Definition

In this procedure 'medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) that are administered at Mid North Christian College. 'Medication' in this context doesn't include sunscreen, moisturising lip balm, lubricating eye drops or moisturiser (emollient) where they are unmedicated. It doesn't include Creon® or items included in a hypo kit.

Duty of Care

Mid North Christian College has a duty of care to take 'reasonable precautions' during the period of care to minimise risks.

For medication, 'reasonable precautions' includes making sure:

- the child or young person is presenting for their medication administration
- the medication is administered as directed in the Medication Agreement (Appendix A)
- all medication rights are met (use the Medication Rights checklist Appendix B).

Authority to Administer

Medication cannot be administered at Mid North Christian College without written advice on a medication agreement (with the exception of emergency medication for anaphylaxis and asthma). Medication cannot be administered if:

- a medication agreement has been modified, overwritten or is illegible
- any of the 'medication rights' are in doubt, refer to the medication rights checklist (Appendix B).

All sections of the medication instructions must be completed and match the pharmacy label on the medication.

All requirements listed in the 'authorisation and release' section must be checked and parent or guardian details entered.

The agreement section must be completed by a treating health professional where the medication is:

- a controlled drug
- oxygen
- pain relief (ie paracetamol, ibuprofen) that is needed regularly or administered for more than 72 hours (3 days) in a week.

Administering Medication

The 8 rights documented in the medication rights checklist (Appendix B) are regarded as standard measures for safe administration practices in education. This checklist must be followed every time medication is administered at Mid North Christian College. While at the College, two staff members must sign on the medication log that the correct dosage has been sighted, with one member administering the medication. When on a camp or excursion, two staff members must sight the medication, check dosage and be present for administration.

Procedure:

Health Care Plan/Medication Authority

- Parents/Caregivers will be advised that before any medication can be administered to their child or young person at the College or on camps or excursions, they will need to complete and sign a 'Medication Agreement' specifying the type of medication, form, dose, route and start/finish dates. For controlled drugs, this form will need to be completed and signed by a medical professional.
- Health care plans will be accessible to all relevant staff who provide direct supervision to students with health care needs.

Long Term Medication

- Parents/Caregivers will be advised that medication can only be administered if it is prescribed, in the original container and with a pharmacy label on it. For more complex medication, a letter from the medical practitioner should be provided.
- Student medication requirements will be reviewed annually or as required, including when medication is about to expire or run out.
- Parents/caregivers must advise the Student Services Officer of any changes to their child's or young person's medical needs in writing, so that office medical records can be amended.
- If medication is no longer needed by the student, parents/caregivers will need to personally collect any unused medication from Student Services.
- Expired medication will be delivered to the local pharmacy for safe disposal.
- Daily medication will be documented when administered, in the Medication Log, ensuring the medication is administered to the correct person, at the correct time, via the correct route and in the correct dose. This must be signed at the time of administering.

Storage of Medication

- All student medication will be stored safely, out of reach of students. Medication of high risk, including Ritalin, will be stored in a locked cupboard at all times or container in a cool (below 25 degrees), dry place out of direct sunlight.
- All medication must be stored in the original container with a pharmacy label. If unpacked or decanted the medication integrity may be compromised and medication errors may occur.
- EpiPens must be stored out of reach of students but readily accessible to staff in the First Aid room wall with the clearly labelled pouches for the general autoinjector and each individual student.
- Some medications may need to be kept in the fridge in the First Aid Room, with restricted access, and the medication will be placed in a closed plastic container with the lid clearly marked 'medication' and on a separate shelf in the fridge.

Staff Training

- The Student Services Officer will undergo relevant training for administering medication for complex needs as required.
- All staff will undergo training in administering EpiPens and asthma inhalers, with yearly updates.

Asthma Medication

- Secondary students who are deemed by their parents/caregivers to be able to self-administer asthma inhalers can do so, and these should be retained by the student.

- Primary aged students will be assisted by the Student Services Officer (or other staff member) to administer Ventolin unless a parent/caregiver deems in writing that they are able to self-administer.
- All students diagnosed with asthma and requiring an inhaler must have a spare inhaler located in Student Services, with a pharmacy label attached in its original box.
- Asthma emergency bags must be carried by all physical education (PE) teachers, oval yard duty teachers, MNCC bus drivers and staff who are taking students off site for excursions or camps. These staff must also carry a mobile phone in the case of a medical emergency.
- Students who self-administer Ventolin should bring their own inhalers to PE lessons, excursions and camps.

Administering Emergency Medication:

- Staff administering EpiPens or other emergency medications must follow the student's Emergency Health Care Plan, ACSIA Plan or Asthma Care Plan, and/or health practitioner's written advice.
- Emergency medication must be administered in accordance with all relevant training.
- First aid must be administered when there is no student specific plan by following school emergency procedures as outlined in the Medical, Sickness and First Aid Policy.
- Emergency services and parents/caregivers must be notified as soon as is practicable when emergency medication has been administered.
- An Incident Form must be completed in detail and signed by the staff member who administered first aid.

Administering medication on Excursions and Camps:

- One qualified staff member will be appointed the task of overseeing and administering medication to students while on excursion and camp.
- Parents/caregivers must write out clearly the type of medication to be given, the correct dose, time to administer and mode of administration of any medication that a student needs to take on the Medical Agreement Form (Appendix A).
- The Student Services Officer will ensure relevant Medication Agreements are completed and signed by the appropriate people (parent/carer or medical professional) for any medication required on excursions or camp that is not usually required at school.
- Parents/caregivers are responsible for ensuring that all medication that is normally administered at home is sent to the College (in its original packaging with a pharmacy label) on the day of the camp and must be handed to a delegated staff member by the parent/caregiver, along with all instructions.
- The Student Services Officer will ensure all student medication held for daytime administration is ready for the delegated staff member to take on excursion/camp as well as all students' medical information and copies of health care plans where applicable.

Refusal to take medication

There may be a number of reasons why a child or young person refuses to take their medication. Mid North Christian College cannot use restrictive practices to make a child or young person take their medication. It's important to encourage children and young people to take their required medications, and this may include making allowances for an alternative time and location for administration (for example not in the classroom or not around peers). When a child or young person refuses to take their medication, notify the parent or guardian immediately. Follow the advice given by the parent or guardian provided it meets the requirements of this procedure. The parent or guardian may need to attend to administer the medication.

Medical errors, incidents and queries

If the incorrect dose or incorrect medication has been administered to a child or young person, do all of the following:

- If the child or young person has collapsed or is not breathing phone 000 (ambulance) immediately and follow standard first aid.

- If there is no immediate adverse reaction, phone the Poisons Information Centre on 131 126 and follow the advice given.
- If the advice indicates the child or young person can remain at the College, ensure additional supervision to monitor for any delayed adverse reactions
- Notify the parent or guardian.
- Document in the medication log.
- Review medication management and administration procedures to identify areas for improvement.

Unmedicated creams, balms or drops

Mid North Christian College staff can apply unmedicated products, including sunscreen, lip balm or moisturiser at the request of the parent or guardian. The parent or guardian must give clear instruction on when and how much (if relevant) to administer, either by phone, SeeSaw or email.

Contents of hypo kit for diabetes management

For children and young people with diabetes there will be times when they get hypoglycemia (blood glucose levels too low). A hypo kit must be readily available either in Student Services, clearly labelled, with the child or young person, or in class. The hypo kit will contain items that bring blood glucose levels back up. This may include glucose tablets, jelly beans, non-diet soft drinks, muesli bars, dry crackers. These items are not a medicine.

Transport

Safe transport will be provided to and from Mid North Christian College, and for excursions or offsite activities. Children and young people with a known health condition, and if they need medication to be given in an emergency, are considered when preparing first aid kits to accompany the different locations.

END OF PROCEDURE

Authorisation

Policy Reviewer Role: Student Services Officer, Principal – Rachel Richardson

Department Approval: CLT

Board Approval Required: Yes

New or Revised Policy: Revised

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