



# MEDICATION ADMINISTRATION

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## 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 control a health condition and keep them safe. The safe and appropriate administration of medication is an ongoing responsibility that requires a collaborative effort between the Principal, college staff and parents/carers.

Catholic College Wodonga will have an administration of medication procedure which outlines the processes and protocols regarding the management of medication to students at this school. The College will ensure the students privacy and confidentiality at all times.

The student's parent/carer may wish to supply medication to be administered at school. To minimize the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times per day may be able to be taken before and after school and before bed.

## CATHOLIC COLLEGE'S POLICY

The College, in conjunction with parents/carers and the students medical/health practitioner, may administer medication supplied to the school as appropriate.

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

- Medication will only be administered to students for whom they are prescribed
- Medication will only be administered where there is authorization from a medical/health practitioner or when parental permission supplied
- Medication will be administered directly from the original medication container. For pharmacy medication, the original label must be attached to the container and include the:
  - Students Name
  - Strength and description of medication
  - Dose and route (eg inhaled/oral) or administration
  - Correct storage information
  - Timing of medication administration
  - Medication expiry date
  - Pharmacists details
  - Medical records will be appropriately stored and maintained

Staff will undergo specialist health care needs training to administer medication in accordance with student health care plans where required (eg students with complex health care needs such as anaphylaxis).

The College does not administer analgesics (eg aspirin or paracetamol) as a routine first aid strategy.

## PARENTS RESPONSIBILITIES

Parents/Carers are responsible for:

- Notifying the College of all medication conditions that may require administration of medication during school hours
- Authorisation must be provided using the **College Authorisation of Medication Administration Form**
- Provide written instructions regarding special requirements
- Notify the College if health needs develop or change
- Collaborate with the College in working out the supply and administration of the medication
- Provide the College with required Action and Management plans pertaining to relevant medical condition.

## STAFF RESPONSIBILITIES

During administration staff will:

- Follow the instructions on the student's health plan
- Check the student's identity
- Check pharmacy label for student's name, medication name, dose and route
- Administer directly from original container

Following administration staff will:

- Sign the **Administration of Medication at School Record Sheet**
- Notify the parent/carer if student presents with side effects and record this information
- It is not the College's role to interpret behaviour in relation to a medical condition or monitor the effects of medication

**Staff WILL NOT administer medication where the instructions provided are unclear or ambiguous. Staff members must seek clarification from a parent/carer before proceeding.**

### 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 student's healthcare practitioner's written advice.

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

Administration of Emergency Medication will be recorded on the Administration of Medication at School Record Sheet.

## SELF ADMINISTRATION

Self administration may apply to students who are assessed by the parents/carers (in consultation with the College) as capable. The College, in consultation with parents/guardians and the student's medical/health practitioner, will consider the age and circumstances by which the student could be permitted to self-administer their medication. Ideally, medication to be self-administered by the student should be stored by the school. However, where immediate access is required by the student, such as diabetes, asthma or anaphylaxis, medication must be stored in an easily accessible location.

**Note: It is at the Principal's discretion to agree for the student to carry and manage his/her own medication.**

## 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 manufacturers instructions for the period of time required
- In secure space such as a cupboard or fridge in a central office location
- Emergency medication such as adrenaline autoinjectors and asthma kits must be stored in a safe unlocked location that is easily accessible to staff and students in the event of an emergency

## MEDICATION ERROR

If medication is taken incorrectly staff must:

- Follow First Aid procedures and ring 000 if student has collapsed or is not breathing
- If no immediate adverse reaction, phone Poisons Information Center on 131 126 and follow advice given
- Record incident of incorrect dosage on Administration of Medication at School Record Sheet
- Notify Principal and student's parent/carer of incident details
- Review medication management procedures in light of incident

## 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.

## RELATED MATERIALS

First Aid Policy

Student Medical Records Policy

Allergy Awareness Policy

Asthma Management Policy

Anaphylaxis Shock Management Policy

Administration of Medication at School Record Sheet

Authorisaion of Medication Administration Form

Sick Bay Protocol