



MEDICATION POLICY

Medication Policy 2020

Purpose:	The purpose of this policy is ensure the appropriate provision of first aid equipment, facilities, First Aiders and training at Wisdom College.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: Medication Policy 2017
Authorised by:	School Governing Body	Date of Authorisation: April 2020
References:	<ul style="list-style-type: none"> ● Health (Drugs and Poisons) Regulation 1996 (Qld) sections 18(3), 30(2) ● <u>National Quality Standard: Quality Area 2.1.4</u> ● Education (General Provisions) Act 2007 (Qld) section 5 and 426 ● <u>Work Health and Safety Act 2011 (Qld)</u> ● <u>Work Health and Safety Regulations 2011 (Qld)</u> ● <u>First Aid in the Workplace Code of Practice</u> ● <u>Australian Privacy Principles</u> ● <u>Wisdom College Health and Safety Policy</u> 	

	<ul style="list-style-type: none"> • <u>Wisdom College Child Protection Policy</u> • <u>Wisdom College First Aid Policy</u> 	
Review Date:	Biennial	Next Review Date: April 2022
Policy Owner:	School Governing Body	Version: 2.0 Dated: April 2020

Policy Statement

Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students, and fulfils the duty of care of staff.

To ensure medications are administered appropriately to students in our care at Wisdom College and to also administer student’s medication competently in accordance with professional and statutory regulations it is necessary to be aware of the drug’s indication for use, method of administration, its action, any side effects and the treatment necessary of any adverse reactions.

Purpose

To ensure the medications are administered appropriately to students in our care also encourage Students who are unwell not to attend school.

The right student has received the correct dose of the correct drug, at the correct time and frequency and by the correct route.

The Student understands the purpose and effects of medications administered to enhance medication safety and student comfort.

This policy applies to all Wisdom College and serves as a guide for all staff members.

Definition

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

The term 'medication' refers to the non-Doctor prescribed medicine, IBUPROFEN and PARACETAMOL, as well as Doctor-prescribed medicine which has been dispensed by a pharmacist with a printed label. This label must include the child's name, the medication dosage and frequency, and expiry date. Other non-Doctor prescribed medications will NOT be administered by any school staff at any time to any student.

Implementation

- All parent requests for the administering of prescribed medications to their child must be in writing on the Administration of routine Medication Authorisation form for Parent/Guardian provided by Wisdom college and must be supported by specific written instruction from the medical practitioner on the Administration of Prescribed Medication Authorisation form for Doctors or pharmacist including the name of the student, dosage and time to be administered (Original medications bottle or container should provide this information).
- Short term medication permission forms and Administration of Medication Register Student Records are to be used when administering any medication brought to school for the student unless it is a nurse initiated medication this can also be recorded into progress notes in history also First Aid Daily Register is compulsory.
- Medication administration forms can be supplied upon request to parent/guardians by the school secretary.
- Classroom teachers will release students at prescribed times so that they may visit the health centre and receive their medications.
- Students involved in school camps or excursions will be discreetly

administered prescribed medications by the 'Teacher in charge' in a manner consistent with the above procedures, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the school coordinator on return of the excursion to school.

- Staff, students and parents will follow the guidelines for authorised and unauthorised drug use.
- All verbal requests for students to be administered prescribed medications whilst at school must be directed to the coordinator / teacher in charge, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the College 'as needed' will cause the school secretary to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed, and must be stored in either the locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Anaphylaxis policy, students who provide their teacher(s) with written parent permission supported by approval of the principal may carry an asthma inhaler and spacer with them if assessed as competent to do so.
- Classroom teachers will be informed by the secretary, coordinator or parent to whom and when prescribed medications are to be given to in their care, and classroom teachers will release students at prescribed times so that they may visit the sick bay and receive their medications from the authorised person
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential loose-leaf medications register located in the health centre.
- Parents/carers of students that may require injections are required to meet with the principal and school nurse to discuss the matter.

Ensure the Eight “rights” of administration are adhered to:

- RIGHT STUDENT – check with staff if unsure also ask their name and make sure details match the medication being administered unless it is a nurse initiated medications that needs to be given like paracetamol.
- RIGHT DRUG – the correct drug is administered according to the orders on the medication request form. The therapeutic use of the drug, associated precautions, condition of the student receiving the drug, co-existing therapies are known.
- RIGHT DOSE – The prescribed dose is indicated clearly and is within the recommended range. This may require a calculation according to the student’s weight.
- RIGHT TIME – the medication is administered as close as possible to the prescribed time, checking the last administration time.
- RIGHT ROUTE – The medication is administered via the ordered route.

- RIGHT DOCUMENTATION

- RIGHT REASON

- RIGHT RESPONSE

The following steps or checks are to be undertaken prior to administration of medication:

- The student's name is written on the drug consent form by the prescriber i.e. General practitioner (G/P) and or parent / guardian.
- If the order is illegible, unclear or any of the eight 'rights' not specified, seek written or verbal authorisation prior to administration.
- Only approved abbreviations are used.
- Two authorised staff members check all injections and drugs of addiction if permission given by principal to administer. These include Principal, coordinators, teachers or secretary
- Telephone orders are also checked by two authorised staff members.
- The medication is within the expiry date.
- The student has no known allergy or previous reaction to the drug.
- All medications are administered according to procedure above protocol and/or pharmacy guidelines.
- The staff member who holds responsibility for administration of the medication is to remain with the student until the drug has been taken.
- Drug incompatibilities are checked and understood.
- Documentation is completed in the designated section of the medication consent form.
- If the medication ordered is new to the area and/or authorised staff:
 - The authorised staff member ensures that he/she understands the drug's indication for use, method of administration, its actions, any side effects and the treatment of any adverse reactions prior to administering.
 - If the staff member has any concerns, then information should be sought from senior nurse on duty medical, practitioner, or pharmacist.
 - If the staff member cannot attain the answers to questions that are necessary for safe administration, then the medication is withheld.

- If the medication is not administered the appropriate nursing staff/ first aid staff would be notified as appropriate. So parent or guardian can be contacted.

POST PROCEDURE

- The medication order form and/or appropriate forms are signed. Dated and times are documented to indicate administration of the medication register. Any positive or negative effects of the medication are recorded and reported.
- The student's response to the medication is communicated to the treating doctor where appropriate.
- Any medication errors or adverse reactions are documented and corrective action is implemented including the completion of an incident report.

AUTHORISED DRUG USE

- Asthma medication, EPI Pens and prescribed medications by General Practitioner.
- Parents should provide an Asthma plan prepared by their doctor, for their child and present it to the school.
- Asthma sufferers should have asthma medication with them at all times. However, students in the early years should be encouraged to seek assistance when requiring their medication
- Nebuliser pumps will be used with discretion by the school, but not encouraged. Spacers and Ventolin puffers will be available in all areas of the school.
- The school will follow its anaphylaxis policy
- Analgesic use – in recent years there has been considerable concern over the high level of analgesic use among Australian students. Where a child complains of a headache or muscular aches, the school will administer analgesia only if nurse initiated and with permission to administer over the counter medication has been given on the medical form or the parent gives verbal consent in person or over the phone. The nurse will Endeavour to notify the parent of the amount, type and time of administration of the

analgesia and make sure that there has been a four-hour gap of the last administered dose and maximum dose for 24 hours has not been reached.

- Febrile students are to be collected by parents so as to minimise the risk of cross contamination

Unauthorised Drug Use

When under the College's jurisdiction, students are not permitted to use any drug or to be under the influence of a drug substance see below:

- Tobacco – the school is a smoke free environment and students are not permitted to possess or use tobacco products.
- Alcohol – students are not permitted to possess or consume alcohol.
- Inhalants – students are not permitted to inhale or ingest a solvent or other chemicals.

Safety procedures must be followed if dealing with the following:

- Needles – if used syringes are found within the school ground students must not touch but must alert a member of staff who will deal with it in the appropriate manner. See also First Aid Policy for more detailed information.
- Staff members need to be aware of Universal Standard Precautions when a student is bleeding or is expelling other body fluids so that the student can be cleaned safely.

Clinical Alert

If an authorised staff member has any concerns regarding the safety of administering a medication, or is unable to access the information required for safe administration of the drug.

Related Policies, Procedures Or Guidelines

Health (Drugs and Poisons) Regulation 1996 (Qld) sections 18(3), 30(2)

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 section 42

Education (General Provisions) Act 2007 (Qld) section 5 and 426

Disability standards for education 2005