



Administration Of Medication Policy & Procedure

Rationale:

St Philip's Christian College Port Stephens places great value on the physical, social, emotional and spiritual health and wellbeing of our college community.

We believe that God is the Creator and sustainer of all life and that each individual has unique beauty and importance to God. *"For you created my inner most being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."* (Psalm 139: 13- 14).

It is recognised that some students require medication as part of the support and management of health conditions during school hours, or whilst on excursions and camps. This policy provides a framework for the administration of medications to students whilst attending school or school-related activities, in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response. This Policy and Procedure is designed to promote the safe and effective handling of medications at SPCCPS governed by legislation set out in the Poisons & Therapeutic Goods Act in consultation with the NSW Department of Health, Australian Pharmaceutical Advisory Council and the School Nurses' Association.

Definitions:

Drug/Medication: A chemical that can affect living processes; medications are intended to be administered for therapeutic effect

OTC Medication: Over the counter (OTC) drugs are unscheduled, for self-treatment from pharmacies, with selected products also available in supermarkets, health food stores and other retailers.

Restricted/Schedule 8 Medication: these are drugs of addiction, the prescription and issue of which are kept under the strictest regulation and control, in a locked cupboard and are also Prescription Only Medicine.

Medication Error/Incident: Any preventable error in administration that may cause or lead to harm to a student. A medication error includes any failure to administer medication as prescribed for a student, including failure to administer the right medication or the correct dose.

Policy:

St Philip's Christian College is committed to providing our students with a supportive, safe and effective medication management system, on and off campus.

Administration Of Medication

We aim to inform:

- ◆ Staff of procedures for the supervision/administration of medication at St Philips Christian College.
- ◆ Parents/community of the procedures, which must be followed when students bring medication to the college, or to school activities.
- ◆ Students of the procedures to follow and their associated responsibilities when medication is brought to school.
- ◆ Staff, parents and students of any changes in college policy and procedures.

Privacy:

This Policy will adhere to the College's Privacy Policy and ensure compliance with the privacy principles. All efforts will be made to maintain the privacy of all students and staff at SPCC Port Stephens. Relevant information about the student's identity, medical condition, symptoms and the appropriate response plan will need to be known by all staff that may be required to administer prescribed medication in an emergency situation or on a camp or excursion. In some circumstances other parents and students will need to know personal information in order for the student's health to be ensured. For example, canteen staff and volunteers preparing food for anaphylactic students. If a restriction on the sharing of relevant information potentially puts the student at risk of harm, privacy consideration must give way to safety consideration.

1. College Medication Management

- 1.1 During the enrolment process parents/caregivers will complete details regarding student medical conditions and medications. Details will be recorded in the student's individual file and on the college TASS database by the school Registrar.
- 1.2 Should a student require health support for a condition, the school will develop an individual health care plan in conjunction with parents/caregivers and the student's medical team, as initiated by the family. The health care plan will be communicated to relevant staff who come into contact with the student. These plans will be collaboratively reviewed annually.
- 1.3 Medication administration at the College only occurs in the Clinic, and the system is managed by the School Nurse. Several administration staff members are trained to cover the clinic and administer medication safely using the medication procedures in place.
- 1.4 Medication will not be administered or supervised by staff without the required documentation in place.
- 1.5 Parents/caregivers must notify the school in all cases where students require medication during the school day, and deliver the medication to the school front office. Students should not be in possession of any medications at school, with the exception of asthma inhalers, adrenaline pens, insulin, and pancreatic enzymes, and must be accompanied by an agreed management plan.
- 1.6 For regular medication (including short term, eg antibiotics) parents/guardians are

required to complete the necessary form (see Administration of Regular Medication Form), which outlines the student's condition and requirements. This will be scanned to TASS, and the original kept with the medication. Parents/caregivers should supply medication in a pharmacy dose blister sheet (eg: Webster pack) with full student and medication details clearly printed. Parents/guardians will take responsibility of replacing medications as needed. Blister sheets and sign sheets will be locked in a cupboard in the secure clinic office, clinic staff will document administration on relevant paper sign sheets, and upload to TASS upon completion.

- 1.7 For medication PRN (as-required) parents/caregivers are required to complete the necessary form (see Administration of PRN (As-Required) Medication Form), which outlines the reason for administering and dose required. This will be scanned to TASS, and the original kept with the medication. Parents/caregivers should supply medication in original packaging, which will be labelled with student's name. In the event of a restricted medication being administered As-Required, it should be supplied in a pharmacy dose blister sheet (eg: Webster pack). Parent/guardians will take responsibility of replacing medications as they expire/are used. Medications and sign sheets will be locked in a cupboard in the clinic, clinic staff will document administration on relevant paper sign sheets and upload them to TASS on completion, as well as log 'Administer Medication' as treatment on a sickbay visit for the student so parents can check when it was given.
- 1.8 When parents/caregivers are dropping off restricted medications for students, clinic staff will use medication sign sheet to log medication received and adjust count. A second staff member will witness and sign where possible. The sign sheet will also be used to adjust count and transfer scheduled medications back to parents where required.
- 1.9 The College will keep a supply of paracetamol liquid and tablets for student use. If parents/caregivers would like students to have access to this, they must complete the Administration of PRN (As-Required) Medication to Students Form, detailing paracetamol type and dose preferred. This will be scanned to TASS, and the original kept in the paracetamol file, with their sign sheet. Clinic staff will document administration on relevant paper sign sheets, and upload to TASS on completion, as well as log 'Administer Medication' as treatment on a sickbay visit for the student so parents can check when it was given. If students require a different brand of paracetamol than the College supply, they may bring their own supply (See 1.7)
- 1.10 The college will keep a supply of Ventolin inhalers to use in emergencies and keep in first aid kits. Parents/guardians of students with asthma must supply their own inhalers for students to use as needed, per their Asthma Plan. Inhalers may be stored in student bags or on the student's person for self-administration if this is agreed upon in the student's Individual Health Care plan developed in conjunction with the college. An inhaler must be provided to the college for each student with an asthma diagnosis to be stored in the unlocked asthma inhaler storage in the clinic office. This inhaler will be packed in the first aid box and sent on any excursion that the student attends.
- 1.11 The College will keep a supply of EpiPens to use in emergencies and keep in first aid kits. Parents/caregivers of students with anaphylaxis must supply their own adrenaline pens for students to use as needed, per their anaphylaxis plan, preferably EpiPen brand. Pens may be stored in student bags or on the student's person if this is agreed upon in the student's Individual Health Care plan developed in conjunction with the college. An additional pen must be provided to the college to be stored in the unlocked EpiPen drawer in the clinic office alongside student's current ASCIA plan. This pen and plan will be packed in the first aid box and sent on any excursion that the student attends.

- 1.12 All medication (with the exception of those in student possession, asthma inhalers and adrenaline pens) is kept in a locked cupboard in accordance with the Poisons & Therapeutic Good Act. Facilities are available for storage of medication requiring refrigeration.
- 1.13 MEDICATION ADMINISTRATION PROCEDURE:
- Check the name of the student, and their medical information/consent on TASS or form
 - Check for contraindications - allergies, other medications
 - Check last dose and time taken
 - Check - right medication, right dose, right person, right route, right time.
 - Record administration of medication
- 1.14 In the event of a medication error, if an adverse reaction occurs in the student, 000 will be called. The event will be reported to the Principal irrespective of a reaction, as well as the student's parent/caregiver. An incident form will be completed, and the matter followed up as required.
- 1.15 In the event of lost, stolen or misused medication, the principal will be notified. The Loss or Theft of Accountable Drugs (S8 & S4D substances) form will be completed <https://www.health.nsw.gov.au/pharmaceutical/Documents/loststolen.pdf>, an Incident Report completed and parents/caregivers notified of incident.
- 1.16 Unused/expired and unclaimed medication will be disposed of by advising the parent/guardian to collect the medication from school or advising parent/guardian that unclaimed medications will be returned to a pharmacy to be disposed of safely.

2. College Camps/Excursions Medication Management:

- 2.1 All school camps/excursions will have first aid and CPR trained staff members, as well as a designated medication management staff member
- 2.2 Any staff member organising a day excursion or offsite event is to advise the School Nurse of the event details and attending students with a minimum of seven days notice so that a list of student medical conditions, a medications list and sign sheet can be prepared. Any medication required to be taken from the school First Aid Clinic should be signed both out and in by the teacher.
- 2.3 Any staff member organising a camp or overnight event is to advise the School Nurse during planning stages, so that a medical information and medication permission form can be prepared to be sent out with camp paperwork. With the information collected from these forms, once an attendance list is confirmed, a Camp Medical Book will be prepared including medication information and sign sheets, medical conditions and care plans, emergency contacts and emergency procedures.
- 2.4 A first aid kit, including Ventolin and EpiPen(s) will accompany all off-site excursions, along with a mobile phone. Multiple kits may need to be sent to one event.
- 2.5 All parents/carers sending students requiring medication on an out-of-hours camp must have completed medication permission form, and provide medications to the College front office or designated camp medication staff member seven days prior to the camp, preferably in pharmacy packed blister sheets (eg: Webster Pack). If medication is not provided as recommended, it must be provided in original packaging, clearly labelled with student's name.

- 2.6 Students will be discreetly administered prescribed medications by the designated camp medication staff member and all details will be recorded in the Camp Medical Book. All copies of Camp Medical Books will be returned to the School Nurse after the excursion.
- 2.7 Parents/carers of students that may require injections or other complex health care procedures, medications or monitoring on camp should contact the camp organiser, Year Co-ordinator or Head of School to arrange a meeting to discuss the student's needs in order to attend camp.

References:

- Guide to Poisons and Therapeutic Goods Legislation for Pharmacists
<https://www.health.nsw.gov.au/pharmaceutical/Documents/guide-pharmacists.pdf>
- National School nursing Standards Practice - ANMF Guidelines for School Nursing, 4th Ed
- Work Health and Safety Act 2011
- Disability Discrimination Act (DDA) 1992
- Medication Handling in NSW Public Health Facilities
https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2013_043.pdf
- Pharmaceutical Services Unit,
<https://www.health.nsw.gov.au/pharmaceutical/pages/default.aspx>
- Guiding principles for medication management in the community.
[https://www1.health.gov.au/internet/main/publishing.nsf/650f3eec0dfb990fca25692100069854/3b48796d9e2ddd8aca257bf00021ddb8/\\$FILE/Guiding-principles-for-medication-management-in-the-community.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/650f3eec0dfb990fca25692100069854/3b48796d9e2ddd8aca257bf00021ddb8/$FILE/Guiding-principles-for-medication-management-in-the-community.pdf)

This policy was last ratified by the College Leadership Team

June 2022



Medication Authority Form – Camps

Student Name:

Camp Name:

Please complete for any medication required regularly, as well as any medication you would like to be made available for your student as required.

Medication Name:	Dose required:	Time/reason to be taken:	Instructions:	Further information:

Medication Supply: Please deliver all camp medications to school at least 5 days before departure.

- Non-prescription/over-the-counter medication: please supply in original packaging, clearly labelled with student details.
- Prescription oral medication: for medication safety our preference is for you to supply in a pharmacy-packed blister sheet (eg: Webster pack) with student details, dosage and timing information.
- School first aid kits contain paracetamol, ibuprofen and loratadine tablets – please complete the above if you would like staff to be able to give them to your student as needed.

Authorisation: I give permission for the College's designated first aid staff to administer the above medications per my instructions. I also give consent to general treatment considered necessary by trained first aid staff at this excursion, and in case of a medical emergency or accident, I consent to the student being transferred to the nearest hospital for treatment (parents/guardians will be contacted as soon as possible and, where practicable, will be notified prior to transfer of student).

I have updated the student medical details via ParentLounge with all relevant information regarding my child.

Additional relevant information for camp:

Name of parent/guardian:

Signature:

Date:



Administration of PRN (As Required) Medication Authorisation Form

Student's name: _____

Date of birth: _____

Name of medication: _____

Why/when does your child require this medication? _____

What dosage does your child require? _____

In what way does this medication help your child? _____

Is there any other information about this student that may assist our school? _____

Has your child had this medication before?

- I have read and understood the Administration of Medication Policy.
- I have supplied the above medication, in its original packaging, clearly marked with name and class.
- I have taken note of the medication expiry date, I understand the medication will be discarded when expired, and I take responsibility for replacing it if I want it to continue to be available for my child's use.
- I would like school staff to be able to administer this medication without seeking permission or notifying me in each instance.
- I will advise the school if I want this medication permission to cease or change.

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____



St Philip's Christian College
FOR THE WHOLE OF LIFE

Administration of Regular Medication to Students Authorisation Form

Student's name: _____ Class: _____

Date of birth: _____

Condition requiring medication: _____

Name of medication: _____

Prescribing Doctor: _____

At what time does your child require medication? _____

What dosage does your child require? _____

In what way does this medication help your child? _____

Would there be any adverse effect on your child if medication was not administered during a day? _____

What would those effects be? _____

Is there any other information about this student that may assist our school? _____

Has the teacher been informed of the student taking medication? _____

I have read and understood the Administration of Medication Policy.

I will contact the school with any changes to the above.

I will drop off/pick up any medication in person as required.

I have supplied the medication in a Webster Pack (ideal), or the intact original package, with pharmacist label with expiry date, medication name, student name, dose and timing.

I have taken note of the amount of doses I leave at school, and will supply more before they run out.

Parent's name: _____

Parent's signature: _____

Date: _____