



Administration of Medication Policy

Version AMP2021-1.0

Purpose:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities	
Scope:	Students, parents 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:	DRAFT	Supersedes: AMP2020-1.2
Authorised by:	CEO	Approval Date: 18 August 2021
References:		
Reviewed:	2 Years	Next Review: August 2023
Responsibility:	CEO	Point of Contact: Head of Campus

Policy

Ohana College is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have access to a reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication during school hours is necessary.

Ohana College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

In the case of all routine and emergency medication, both prescription and non-prescription, Ohana College requires parents to provide the medication required to be administered at the school from the prescribing medical practitioner and in the name of the student as known by Ohana College or noted in Ohana College's record for the student. The medication should be in its original packaging and, if complex, a letter from the prescribing medical practitioner should be included with instructions for Health Centre staff.

For all non-routine medication, both prescription and non-prescription, Ohana College also requires documentation from parents and/or carers requesting the school administer the medication on their behalf.

In all cases, the medication must be provided to the school in its original packaging, within its expiry date and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Ohana College requires parents and carers to provide their consent upon enrolment for the administration of paracetamol to students.

Ohana College will keep records of all medication administered whilst the student is at Ohana College within the student's record.

Administration of Medication Procedure

Nursing staff, or other staff delegated by Nursing Staff, shall retain the following information within the student's record:

- Requests from medical practitioners to administer medication
- Requests from parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action or emergency plans

Ohana College will store student medical information in an accessible and secure space close to where the medication will be stored and administered, taking into account the provisions of the *Privacy Act 1988 (Cth)*, *Privacy Act 2009 (Qld)* and *Health (Drugs and Poisons) Regulation 1996 (Qld)*.

Administering Medication

Ohana College follows the "Five Rights" of medication administration as follows:

- Right person?
- Right drug?
- Right dose ?
- Right time?
- Right route?

Storing Medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications. Only authorised Nursing Staff are to access such medications.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.

Expired Medication

It is the responsibility of the parent or carer to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified.

Expired medication must not be administered at any time.

Staff Training

Ohana College will ensure that appropriate levels of training are provided for relevant staff to be able to administer medication or assist parents and carers to implement individual health plans for students during school hours.

Self-administration of Medication by Students

Self-administration may apply to students who are assessed by their parents and medical practitioner as being capable of doing so and as approved by the Head of Campus or Deputy Principal.

Definitions

- **Prescription medication** – prescribed by a registered medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency medication** – medication administered in the case of an emergency only

For ease of reference, the following are examples of the types of medications referred to:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen
- Non-prescription/routine: anti-inflammatories
- Non-prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

Responsibilities

College Responsibilities

Ohana College acknowledges its responsibility to:

- Administer medication to students in line with this Policy to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan

Staff Responsibilities

At Ohana College employees have a responsibility when administering medication to:

- Attend any training required by Ohana College to enable them to safely administer medication
- Administer medication in accordance with this Policy.

Parent Responsibilities

At Ohana College parents have a responsibility to:

- Act in accordance with this Policy
- Submit the appropriate documentation when requesting the school to administer medication to their child

- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

Students

At Ohana College students have a responsibility to:

- Act in accordance with this Policy
- Allow employees to safely administer medication to them, including swallowing any oral medication

Supporting documentation

Administration of Medication Request