



# Northside

Christian College

## Medication Policy

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## **Rationale**

College staff are often asked by parents and carers to administer medication for their children while at the College. 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.

Due to the serious nature of medications, both prescription and non-prescription, Northside Christian College recognises the need to adopt procedures and risk minimisation strategies to reduce the risk of a student receiving the incorrect medication or dosage.

## **Aims**

The aim of this policy is to:

- Ensure that all students receive the support necessary for their wellbeing in relation to the administering of medications whilst at the College.
- Minimise the risk of an incorrect dosage of medication being administered / accessed while the student is in the care of Northside Christian College.
- Ensure that staff members have access to accurate and adequate student medication plans.
- Ensure that an accurate log detailing the administering of medications taken by students at the College is completed and recorded on file in the event of an emergency.

## **Implementation**

1. Children who are unwell should *not* attend the College.
2. As much as possible, we encourage you to administer medication outside of College hours, e.g. 3 times a day can be taken in the morning (before school), afternoon (straight after school) and at bedtime.
3. The Principal typically delegates the administration of medication to the Administration Staff at the College.
4. The College will not store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury. This is in line with policy from the Department of Education and Training.
5. Non-prescribed oral medications (e.g. head-ache tablets) will not be administered by College staff.
6. All parent requests for the Principal to administer prescribed medications to their child must be detailed in writing on the Medication Plan (see attached) provided and must be supported by specific written instructions from a medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information.)
7. Staff at the College are unable to assist with splitting tablets. The College are aware of problems associated with splitting tablets. Tablet-related factors include inaccuracy in splitting tablets and the resultant dose fluctuations, increased degradation of the drug as a result of exposure to air, and alterations in the dissolution rate of some formulations. Even when commercial tablet cutters have been used the accuracy of splitting may be variable. The College is requesting that families request that pharmacists pre-package split tablets to avoid the issues referenced above.
8. All verbal requests for children to be administered prescribed medications whilst at the College must be directed to the Principal who, in turn, will seek a meeting or

discussion with parents to confirm details of the request and to outline College staff responsibilities.

9. Requests for prescribed medications to be administered by the College 'as needed' will cause the Principal or their delegate to seek further written clarification from parents or carers.
10. All student medications must be in the original containers, must be labeled, must have the quantity of tablets confirmed and documented, and must be stored in either the first aid cabinet or staffroom refrigerator, whichever is most appropriate.
11. Classroom teachers will be informed by the Principal or Principal's delegate of prescribed medications for students in their charge, and classroom teachers will release students at prescribed times so that they may visit the Office and receive their medications from the Principal's nominated delegate. i.e. The First Aid Officer at Reception.
12. All completed Medication Plans and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf Medication Register located in the First Aid Office by the Principal in the presence of, and confirmed, by a second staff member.
13. Students involved in College camps and 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.
14. Completed pages will be returned to the official Medications Register on return from the camp or excursion to the College. Parents / carers of students that may require injections are required to meet with the Principal to discuss the matter.
15. The College should consult with parents / guardians or adult / independent students and the student's medical / health practitioner to determine the age and circumstances by which the student could self-administer their medication. For Senior School students, self-medication may be acceptable and only the daily requirement of medication should be brought to the College.
16. Ideally, the self-administered medication should be stored by the College. However where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes the medication must be stored in an easily accessible location.
17. The College must be notified if a student is self-medicating and a completed Medication Plan signed by a doctor must be provided.

### **Recording**

A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Good practice is to have two staff members, if possible:

- Supervising the administration of medication.
- Checking the information noted on the medication log.

The College will observe and document behaviours for the student's medical/health practitioner.

Note: It is not the school's role to:

- Interpret behaviour in relation to a medical condition.
- Monitor the effects of medication.

Please refer to Appendix B: Medication Administration Log

### Storing medication

Northside Christian College will ensure:

- Medication is stored for the period of time specified in the written instructions received.
- The quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.
- Medication is stored:
  - Securely to minimise risk to others.
  - In a place only accessible by staff who are responsible for administering the medication.
  - Away from the classroom.
  - Away from the first aid kit.

### Medication Error

This table describes how schools respond when a student has taken medicine incorrectly.

Step	Action
1	If required, follow first aid procedures outlined in the: Student Health Support Plan, or Anaphylaxis Management Plan. See: Related policies for: Anaphylaxis and other health care needs.
2	Ring the Poisons information Line, 13 11 26 and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4	Contact the parents/guardians or the emergency contact person to notify them of the medication error and action taken.
5	Review medication management procedures at the school in light of the incident.

**Note:** Only in a life threatening emergency should this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

### Clarifying directions

Clarification about medication should be obtained from the parents / guardians or adult / independent student, who may need to contact the prescribing medical / health practitioner.

Occasionally Northside Christian College will seek general information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.

## **Responsibilities**

Students are responsible for:

- Contributing to the provisions of a healthy and safe environment.
- Ensuring that medication is taken for the purpose for which it is intended by the person for whom it is intended.
- Presenting themselves to the College Office when on campus to take medication where written permission and details have been provided by the student's parents / carers.
- Asthmatic, Diabetic and Anaphylactic students are allowed to carry medication on their person.

Parents / carers are responsible for:

- Co-operating with the College on student health matters.
- Informing the College of the health and medication needs of their children at enrolment or when health conditions develop or change.
- Arranging for their children to take medication outside of school hours, where possible.
- Providing the required documentation, medication and equipment if their children need to have medication administered to them at the College.
- Updating parent / carer contact details should they change.

Office Administration staff are responsible for:

- Ensuring the above procedures are followed in relation to storage and administration of medication.
- Updating student health information promptly and accurately.
- Ensuring a First Aider is present to administer medication.
- Recording the student's name, the date, time, substance administered, dosage amount and name of person administering the medication.

Teachers are responsible for:

- Taking reasonable measures to protect students against risk of injury or harm which should reasonably have been foreseen.
- Being aware of the procedures in this policy and communicating them to students.
- Being aware of student health needs.
- Ensuring students are aware of the procedures outlined in this policy.
- Assessing if a student needs analgesics in an emergency situation.

The Principal is responsible for:

- Ensuring that systems are in place to protect the health and safety of all students when they are at school or involved in College activities.
- Ensuring procedures are in place to support student health including: first aid, temporary care of students who become unwell at school, the administration of prescribed medications, health care plans, supply and storage of medication, provision of emergency care.

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.

The Principal has overall responsibility for the implementation of this policy.

### **Evaluation**

This policy will be reviewed as part of the College's three-year review cycle.

### **Related Policies**

Anaphylaxis Management Policy

Asthma Policy

First Aid Policy

### **References**

Department of Education and Training. (2020, August). *Medication*. Retrieved from <https://www2.education.vic.gov.au/pal/medication/policy>

# MEDICATION PLAN

## CONFIDENTIAL

To be completed by the PRESCRIBING DOCTOR / PHARMACIST and the PARENT/GUARDIAN for a student who requires medication at the College. This information is confidential and will be available only to Supervising Staff and Emergency Medical Personnel.

### To the Doctor

#### Please:

- Complete all sections of this form.
- Schedule medications outside College hours wherever possible.
- Be specific. **As needed** is **not** sufficient directions for staff members – they need to know exactly when medication is required.
- Nominate the simplest method.

#### Please note that Education and First Aid Staff:

- Accept only medication, which has been ordered by a doctor and is provided in the original, fully labelled pharmacy container.
- Do not administer first dose of a course of medication or monitor effects of medication, as they have no training for this.
- Require medication to be handed adult to adult.
- Are instructed to seek medical assistance if concerned about a student's response or behaviour following medication.

Name of Student ..... Date of Birth .....  
Family name (Please print) First Name (Please print)

Medic Alert Number (if relevant) ..... Review Date .....  
(Max 12 months)

### MEDICATION INSTRUCTIONS (please print clearly)

Medication (generic name), strength and form (e.g. Liquid, capsule, ointment)

Name of Medication

Dose

Route (e.g. Oral or inhaled)

Any other instructions

### TIMES (Please tick)

- ☐ Early morning
- ☐ Mid-morning
- ☐ Middle of the day
- ☐ Mid-afternoon
- ☐ Evening
- ☐ Other (please specify)

#### Please note:

- Primary and Middle School students are supervised when they take their medication.
  - Medications are kept secure in the First Aid Room.
  - Safe self-management is permitted for Senior students but only in accordance with College policy (camps excluded).
- Please advise if this student's condition creates any difficulties with self-management; for example, difficulty remembering to take medication at a specific time.

### AUTHORISATION AND RELEASE

Medical Practitioner / Pharmacist ..... Professional Role .....

Address .....

..... Telephone .....

Signature ..... Date .....

I have read, understood and agreed with this plan and any attachments indicated above. I approve the release of this information to the Education and First Aid Staff as well as the Emergency Medical Personnel.

Parent/ Guardian ..... Signature ..... Date .....  
(Please print name)

# Medication Administration Log (On-site)

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

This log is to be filled in each time medication is administered. This log should be completed by the person administering the taking of medication. The information in this form, once filled will need to be captured in SEQTA.

Date	Time	Medication Plan cross referenced (Y/N)	Name of Medication	Dose	Name of Person administering	Signature of staff member administering	Signature of witness
dd/mm/yyyy	eg) 12:10pm	eg) Yes	eg) Paracetamol	1x 500mg tablet	eg) Betty Boo		

Record for cross-checking: it is recognised that in many school settings, medication is administered using a system of two staff members checking the information noted on this log.



# Medication Administration Log (Events, Camps, Excursions)



This log is to be filled in each time medication is administered. This log should be completed by the person administering the taking of medication. On the return to the College the information in this form needs to be entered into SEQTA.

Name of Student	Date	Time	Name of Medication	Dose	Person administering	Signature of staff member administering	Signature of witness

Record for cross-checking: it is recognised that in many school settings medication is administered using a system of two staff members checking the information noted on this log.