

Medication Administration

Administration of Medication

From time to time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

St Catherine's Policy

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

- Staff do not administer minor analgesics such as paracetamol to students without the written authorisation from the student's parent/carer;
- Prescribed medication will only be administered where a student's parent/carer has provided written permission to the school;
- Parents/carers are responsible for keeping the school updated if the requirement for prescription medication changes;
- Parents/carers are responsible for providing the prescribed medication and to collaborate with the school in working out arrangements for supply, administration and storage of the prescribed medication;
- Students must not carry medications unless there is a written agreement between the school and the student's parents/carers that this is a planned part of the student's health plan;
- Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision;
- The school shall provide appropriate first aid facilities; and
- The school shall ensure that there are members of staff who hold current first aid qualifications.

Procedure

The following safety procedures shall be followed when dealing with the administration of medication:

1. **Maintenance of Medical Records**

Parents are requested to notify the school of all medical conditions that may require the administration of prescription medication during school hours.

Student medical records are maintained in accordance with our **Student Medical Records Policy** which includes a provision to ensure that St Catherine's is regularly updated as to the status of existing medical conditions.

2. **Parent/Carer Responsibilities**

Parents of students who require prescribed medication to be administered during school hours must notify the school of this requirement and collaborate with the school in working out arrangements for supply, administration and storage of the prescribed medication.

3. **Student Health Plan**

A health plan and Confidential Medical Information Form should be developed for each student who is required to take prescription medication during school hours. The plan should specify agreed arrangements for supply, administration and storage of the prescribed medication.

The health plan and Confidential Medical Information Form shall be stored in the School Office and updated regularly. It shall be communicated to relevant staff in a confidential manner.

Each staff member shall fulfil their agreed roles as documented in a student's individual health

plan and the school shall inform parents as soon as possible of concerns regarding a student's health care arise.

4. **Self-Administration**

Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision.

5. **Staff Administration**

Where prescription medication is administered by staff, schools are required to have a policy and procedure regarding medication. This includes the administration of medication to students while attending school or school-based activities:

- The act of administering the medication should be undertaken in the First Aid Room, if possible;
- A staff member with first aid training, should be primarily responsible for administering the medication directly from the original medication container;
- If the information on the medication container contradicts the request of the parent/carer do not administer medication and seek clarification from the parent/carer;
- Two staff members should be present when medication is administered, one with primary responsibility and one as an observer;
- The staff member with primary responsibility shall select the student's medication and appropriate dosage, checking the pharmacy label for student name, strength and description of medication, dose and route (inhale/oral administration), correct storage information, timing of medication administration, medication expiry date and pharmacist's details;
- The observer is responsible for confirming the name on the packaging and that the correct medication dosage is to be given to the student;
- The staff member with primary responsibility should record the student's name, medication and dosage in the Medication Administer Book and sign their name; and
- The observer should witness the entry confirming the fact that the appropriate medication and dosage have been given to the right student.

6. **Storage of Medication**

In some cases a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma (Refer to our **Asthma Management Policy**) and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

7. **Note Regarding Emergency Care**

The school will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's health plan (Refer to our **Anaphylactic Shock Management Policy**).

It should be noted however that in any life threatening situation the welfare of the student is paramount and must be dealt with immediate priority, notwithstanding the absence of an appropriate health plan. (Refer to our **Accident Management Policy**).

Employees' Responsibility

St Catherine's employees are responsible to ensure 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.

- 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.

Discipline for Breach of Policy

Where a staff member breaches this policy St Catherine's may take disciplinary action.

Related Policies

- *Accident Management*
- *Allergy Awareness Policy*
- *Anaphylactic Shock Management Policy*
- *Asthma Management Policy*
- *First Aid Policy*
- *Medical Appointments Policy*

Implementation Date: October 2016

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