

medication administration policy

This policy follows the authority provided in the jurisdictional Department of Health Guidelines and has been developed with review by an external medical authority.

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 written authorisation from the student's parent/guardian
- prescribed medication will only be administered where a student's parent/guardian has provided written permission to the College
- parents/guardians are responsible for keeping the College updated if their child's requirements for prescription medication change
- parents/guardians are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between the College and the student's parents/guardians that this is a planned part of the student's individual health care plan
- the College provides appropriate first aid facilities
- any medications that need to be administered must be provided in their original packaging accompanied with a medication consent form to the Health Centre

maintenance of medical records

Parents/guardians must notify the College of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with our Medical Records (Student) policy which includes a provision to ensure that the College is regularly updated as to the status of existing medical conditions.

parent/guardian responsibilities

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the College of this requirement and work with the College to arrange for supply, administration and storage of the prescribed medication.

student Individual health care plans

An individual health care plan will be developed for each student who is required to take prescription medication during school hours. The plan specifies agreed arrangements for supply, administration and storage of the prescribed medication.

The individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.



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Each staff member must fulfil their agreed roles as documented in a student's individual health plan and the College must inform parents/guardians as soon as possible if concerns regarding a student's health care arise.

self-administration

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

staff administration

Where prescription medication is administered by staff:

- the act of administering the medication should be undertaken in the presence of the College nurse, if possible
- the College nurse, or another staff member with first aid training, should be primarily responsible for administering the medication
- the staff member with primary responsibility must select the student's medication and appropriate dosage
- if administration of emergency medications is necessary, the medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way
- in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/guardian
- the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student
- the staff member with primary responsibility must record the student's name, medication and dosage in the **Administration Register** and sign their name
- the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student.

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 and students at risk of anaphylaxis 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.

note regarding emergency care

The College will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health plan.



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It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate individual health plan.

staff responsibilities

Staff are responsible for:

- having 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 individual health plan
- being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times
- working with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs
- notifying the Principal and informing parents/guardians as soon as possible of concerns regarding management of the student's individual health care.

implementation

This policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the student's parents/guardians and the students themselves
- initiation of corrective actions where necessary.

discipline for breach of policy

Where a staff member breaches this policy Ballarat Clarendon College may take disciplinary action.



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