

### **Purpose**

The purpose of this policy is to ensure that medication is managed and administered in a responsible and appropriate manner to all students as prescribed or deemed appropriate.

### **Policy Statement**

John Paul College is committed to the provision of medical needs to promote the well-being of all students which includes administration of medication to students whilst attending school or school-based activities.

- To encourage continued student attendance at school;
- To encourage student responsibility in regard to taking their medication;
- To promote harm minimisation and student safety;
- To keep parents/guardians informed if their child is not taking or is frequently using medication;
- To administer necessary medication in a competent and timely manner;
- To provide accurate documentation of medication administered to any student at school.

### **Administering of Medications**

No student should be in possession of any medication at school, except their own asthma inhalers, insulin pumps and eye/nose drops/sprays. This aids in the education and importance of not self-medicating, over-medicating or sharing medicines with other students.

- Administration of medication during school hours should be considered only when there is no other alternative, e.g. when the medication is prescribed by a medical practitioner to be taken at scheduled times.
- Medication is administered to a student only if parent / guardian permission is given. Permission should be documented on the 'Prescribed Medications Form Management Plan' or from a note from a parent / guardian. In circumstances where a student requires medication and written permission is not recorded medication will not be administered, unless deemed appropriate by the College Nurse.
- Student allergies are to be checked prior to the administration of any medication.
- All student supplied medication handed into the Health Centre should have a signed letter of direction from the parent/guardian. The letter should include the student's name, name and strength of the medication, dosage and the time the medication is to be given. In the case of regular medication, parents/guardians will be informed if a student is not coming to the Health Centre for their medication.
- All medication must be in its original packaging so that the medication name, dosage and expiry date is clearly identifiable.
- All medication given at school will be documented in the SIMON data management system.
- Where parents have not been able to be contacted for permission, Paracetamol will only be administered at the discretion of the College Nurse where deemed appropriate. Parents will be notified if a student is regularly requiring Paracetamol.

- Medication required on a school camp/excursion should be supplied by the parent/guardian and given to the teaching staff with direction clearly written on the Camp/Excursion Medical Form.

The College Nurse will be responsible for the administration of medications in accordance with the package and parental/guardian consent (If parental/guardian consent is not given then medications will not be administered):

**In the absence of the College Nurse or qualified replacement nurse**, a trained first aid officer will only be permitted to assist with the administration of a Ventolin inhaler, or medication prescribed by a medical professional, with accompanying pharmacy label and dosage instructions.

- For prescription medication, ensure the pharmacy label is attached to the original container and includes the following:
  - Student name
  - strength and description of medication
  - dose and route (e.g. inhaled/orally) of administration
  - correct storage information
  - timing of medication administration
  - medication expiry date
  - Pharmacist's details.
- The medication needs to be checked and pharmacy label instructions read prior to administration (e.g. 'to be taken with food') and ensure the following:
  - correct medication
  - correct student
  - correct dose
  - correct time
  - correct route (e.g. inhaled/orally) and
  - correct documentation.

### **Documenting administration of Medications**

College Nurse or substituting First Aid Officer need to be aware of recording-keeping, storage and transportation of medications. All instances where first aid is given to a student or staff member must be recorded on the 'Incident / Injury / Near Miss Report Form'

When authorised medication is administered to a student, the following details will be kept in the student file in SIMON:

- Name of medication
- Dose given
- Time given
- Person administering medication

***The content of this policy can be changed at the College's discretion at any time without notice.***

## Roles and Responsibilities

College Principal	<ul style="list-style-type: none"><li>• Ensure this policy is implemented, monitored and reviewed on a regular basis</li></ul>
College Nurse	<ul style="list-style-type: none"><li>• Responsible for administration of medication in accordance with this policy and individual level of training</li><li>• Ensuring that all medication or medical treatment given to students or staff is documented in accordance with College requirements.</li></ul>
First Aiders	<ul style="list-style-type: none"><li>• Ensure that this policy is followed to ensure that only prescribed medication and Ventolin inhalers are administered to students as required and in accordance with this policy.</li><li>• Ensure that no other form of medication or treatment, outside the scope of First Aid training, is administered to students unless directed by Emergency Services or qualified medical practitioner.</li></ul>

## Supporting Documents

- John Paul College – First Aid Guidelines
- John Paul College – Emergency Management Plan
- John Paul College – Anaphylaxis Policy

## References

- CECV [‘Medication Administration’](#)
- Victorian Department of Education – [School Policy Medication](#)

## Approval

Approved by:	John Visentin
Effective date:	1 <sup>st</sup> July 2021
Review date:	1 <sup>st</sup> July 2023

## Amendments

Version	Date	Author	Change Description
1	4/12/2018	Susan Osborne	Document re-write from draft version
2	16/5/2019	Susan Osborne	Re-write from Leadership Team review
3	13/7/2021	Susan Osborne	Updated SIMON information and new review date