1. **RATIONALE**
   Arising from a school’s duty of care, there will be occasions where administering medication is necessary to support students whilst they attend school or school-related activities when support cannot be reasonably undertaken by parents or others. Arising out of this duty of care is the need to ensure the proper use of medication, safety of other students and provision of training for staff. (Diocese Maitland- Newcastle Administering Medicines in Schools 2012).

2. **AIMS**
   Through this policy we aim to:
   - Provide direction for St Patrick’s in administering medication to students in their care.
   - Define the roles of groups administering medicines in school.

3. **IMPLEMENTATION**
   - It is the responsibility of the St Patrick’s Principal to ensure this policy is implemented. In particular the responsibility requires appropriate storage and administering of medication and recording of individual details of medication taken by students. These records will be retained by the school. Ensuring suitable training of school personnel to administer medicines forms a critical part of this policy. The attendances at such courses by school staff is recorded and kept on the school hard drive under WHS – training folder.
   - This policy is supported by:
     - Procedures for Administering Medication in Schools (Catholic Schools Office (2011)
     - Procedure for Safe handling and Disposal of Needles and Syringes (Catholic Schools Office (2011)
     - Anaphylaxis Guidelines for Schools (Second edition 2006)
     - Poisons and Therapeutic Goods Act (1966)
   - The St Patrick’s staff is trained in administering medicines in schools. Training is ongoing and updated as mandated. Further training may follow the enrolment of students requiring individual health care plans. Regular reviews of school protocols will be required for all staff in relation to administering medicines in schools.
   - The following organisations provide training and/or guidelines necessary to support professional development of staff:
     - NSW Anaphylaxis Training Program Ph 9845 3501 or email anaphylaxis@chw.edu.au. Following initial training in the use of epi-pens, retraining should take place at least every five (5) years The frequency of training on the basis of turnover of staff and enrolment requirements will be addressed annually by the Principal at St Patrick’s.
     - CPR & Emergency Care – Royal Life Saving Society Australia: 02 9879 4699 for a list of accredited examiners in your area. Training in CPR & Emergency Care is required every 2 years.
     - National Asthma Foundation www.nationalasthma.org.au provides resources for schools including templates for individual health plans in relation to asthma. The Asthma Foundation www.asthmafoundation.org.au provides free school seminars and supports schools gain accreditation as an Asthma Friendly School. Schools may avail themselves of these resources if needed.
Diabetes Australia provides resources and information for schools in relation to diabetes at www.diabetesaustralia.com.au/en/Resources/Students--Teachers/ Schools may avail themselves of these when needed.

- The Principal of St Patrick’s, after consultation with staff, will nominate one member of staff who will be responsible for the administration of medication in the school. In case of absence or emergency a reserve member of staff will be available.
- Where no staff member is prepared to volunteer for non-emergency administration of prescribed medication or healthcare procedures and community resources cannot assist, the school will seek the advice of the appropriate Assistant Director.
- Except in an emergency, a staff member administers prescribed medication to students on a voluntary basis. Any school staff member requested by a principal or their delegate to administer medication, in accordance with this policy, is acting in the course of their employment. Thus, should a student be injured or made ill as a result of the administration of medication, the staff are protected by the principle of vicarious liability in relation to personal injury proceedings. This means that unless the staff have deliberately injured the student, or behaved with reckless disregard for the student’s safety, or directly acted outside the practices directed by the school for the administration of medication, the school will be liable for any injury caused by the negligence of the staff.
- This policy assists the Enrolment Policy (Amended 2008), Learning Support Policy (2009) and the Guidelines for Enrolment of Students with Disabilities and / or Special Needs. All policies support procedures to assist schools develop an inclusive educational environment.

4. BUDGET
Where school support staff are required to administer medication or to perform or supervise health care procedures an allowance will be paid by the Catholic Schools Office. Costs associated with the supply of medication and the necessary equipment for administration are met by the parents.

5. EVALUATION
This policy will be evaluated in 2015. The review will be conducted giving due consideration to legislative requirements and input from staff. The review will be initiated by the Principal of St Patrick’s Swansea.

PROCEDURES

1. PURPOSE
Arising from St Patrick’s duty of care to its students, there will be occasions when administering medication is necessary to support students whilst they attend school and during school activities conducted outside normal school hours. These procedures support the CSO Policy Administering Medication in Schools (2011) and will assist school’s discharge their duty of care.

2. SCOPE
This document applies to all schools in the Diocese of Maitland-Newcastle.

3. DEFINITIONS
- **Unscheduled medication**: medication that can be purchased from a pharmacy and supermarket.
Scheduled medication: A substance listed on the NSW Poisons List.
  - **Schedule 2**: Substances, the safe use of which may require advice from a pharmacist but are available to the public without undue restriction. Schedule 2 medicines are labelled “PHARMACY MEDICINE”. Examples include cough syrups, cold and flu tablets and many stronger pain-killers.
  - **Schedule 3**: Substances, the safe use of which requires professional advice in regard to dosage and frequency of administration but which are available without a prescription. Schedule 3 medicines are labelled “PHARMACIST ONLY MEDICINE”. Examples include Ventolin and insulin.
  - **Schedule 4**: Restricted substances only available by prescription. Schedule 4 medicines are labelled “PRESCRIPTION ONLY MEDICINE”. Examples include antibiotics.
  - **Schedule 8**: Substances available only by prescription which has a therapeutic use in controlled circumstances. Restrictions apply to manufacture, supply, distribution and use to reduce abuse and physical or psychological dependence. Schedule 8 medicines are labelled “CONTROLLED DRUG”. Examples include Ritalin.

4. **PROCEDURES**

- **Parent Authorisation**: Staff at St Patrick’s should not administer any medication to students that has not been authorised in writing by parents or carers, or could reasonably assumed to have been authorised in an emergency when the parents or carers could not be contacted. Authorisation may be granted by phone should such circumstances arise. Authorisation must include the name of the medication, dosage and frequency.

- **Delivery of Medication to School**
  - Whenever possible, medication should be provided to St Patrick’s on a daily or weekly basis. Should the parent or carer be unable to deliver the medication to St Patrick’s it is required that a responsible person be nominated by the parent or carer. If a student is given the responsibility of delivering the medication to school an assessment of the risk must be conducted by the principal. Factors to be taken into account must include parental consent and the maturity and capacity of the student.
  - Unscheduled medication may be held in stock by the school.
  - Schedule 2 and Schedule 3 medications should, in the main, only be supplied by a parent or carer. Such medication must be in the original packaging with written instructions and clearly labelled with the name of the student and the name of the medication. St Patrick’s will keep in stock appropriate Schedule 3 medications e.g. ventolin, where such medication is considered appropriate for an emergency situation and professional advice for use is provided.
  - Schedule 4 and Schedule 8 medications must be obtained by prescription from a Medical Practitioner and supplied by a parent or carer. The parent or carer is also responsible for supplying any associated equipment needed for administration. Prescribed medication must be provided in the packaging in which it was dispensed and clearly labelled with the name of the student, name of prescribing Medical Practitioner, name of the medication and the dosage and frequency to be given. Parents and carers need to provide written instructions about any special requirements for storage of medications indicated by their Medical Practitioner or Pharmacist.

- **Storage of Medication**
  - Medication is stored in the cupboard in the sick bay. This includes Schedule 2, 3 and 4 medicines where the student’s access to the medication can be supervised and dosages issued as required.
Particular attention should be given to Schedule 8 medications. In general they should be stored in an accessible and secure location. No person other than those with legitimate authority to access the area should have access.

**Self-Administration**
- Decisions regarding self-administering of medication by students should be made in consultation with parents or carers. The following circumstances should be considered when deciding the suitability of a particular student for self-administration: reliability and maturity of the student, condition involved, type of medication, monitoring of student and recording doses of medication taken.
- Self-administration may include: inhaling medication such as “Ventolin” for asthma, monitoring blood sugar levels, the injection of insulin for diabetes, and orally administering enzyme replacements for cystic fibrosis.
- Generally, self-administering should be supervised and recorded.
- Approval should never be given for schedule 8 drugs to be self-administered.
- Privacy and confidentiality need to be given consideration.

**Refusal to take medication**
- While a school has a duty to do everything reasonable to facilitate the taking of medication, in circumstances where a child refuses to take the medication, the Principal should not force compliance unless the immediate health or safety of the student is at risk. Parents or carers should be informed of the student’s refusal at the earliest possible opportunity.
- Details of the refusal should be noted in the medication register.

**Reminders**
Reminders are less likely to be needed once a good routine is established. However there is a legal duty on schools to remind students with regard to taking medication. This duty will vary according to a number of factors such as the maturity of the student, the student’s ability to remember and the dangers involved in the failure to take the medication. In these circumstances it may be necessary for the class teacher and the person administering the medication to give reminders to the student.

**Medication Register**
- St Patrick’s has a medical register containing the following information:
  - Date
  - Time
  - Name of student
  - Type of medication
  - Dosage
  - Name and signature/initials of person administering medication
  - Signature/initials of student
- St Patrick’s Medication Register contains information of a confidential nature. While access is required at regular intervals it is important to ensure storage ensures privacy is protected. Outside of school hours the register is stored in the medical cupboard in the sick bay.

**Health Care Plans**
- Most procedures for the administration of medication and management of health conditions can be adequately addressed by these procedures. At St Patrick’s written Health Care Plans will be devised for individual students in circumstances where there are known potential emergency care needs such as the risk of anaphylaxis, diabetic shock or severe asthma. These plans should use the nominated forms provided by health agencies or devised in consultation with parents or carers, medical practitioners and school staff.
The Catholic Schools Office *Guidelines for Enrolment of Students with Disabilities and/or Special Needs* contains a detailed Health Care Plan in Section C.

- **Injections**
  - There will be occasions when staff at St Patrick’s may be required to administer injections. This may include the management of diabetes with insulin injections or infusion pumps and blood glucose test. Appropriate training for staff must be listed in the Individual Health Care Plan.
  - Safe handling and disposal of needles and syringes require care. The procedures detailing this process are listed in the Safe Handling and Disposal of Needles and Syringes document.