



ADMINISTERING MEDICATION POLICY FEBRUARY 2017

1. PURPOSE

This policy aims to:

- i. Provide direction for St Patrick's in administering medication to students in their care.
- ii. Define the roles of groups administering medicines in school.

2. POLICY STATEMENT

Arising from a school's duty of care, there will be occasions when 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 of Maitland-Newcastle Administering Medicines in Schools, February 2012).

3. SCOPE

This policy applies to all students, staff members and parents at St Patrick's.

4. GUIDING PRINCIPLES

- i. 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.
- ii. Self-administration of medication by a pupil under adult supervision may occur only with the approval of the principal after receipt of a written request from a parent/guardian.
- iii. All medication kept on the school premises is required to be kept in a cupboard in the sick bay.
- iv. The following organisations provide training and/or guidelines necessary to support professional development of staff:
 - a. NSW Anaphylaxis Training Program, phone 98453501, email anaphylaxis@chw.edu.au. Following initial training in the use of epipens, retraining takes place at least every two (2) 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.
 - b. CPR & emergency care. Lake Macquarie City Council. Contact person is Paul Stone, beach lifeguard team leader, phone 49210333.
 - c. National Asthma Foundation (www.nationalasthma.org.au):
 - Provides resources for schools, including templates for individual health plans.
 - Provides free school seminars.
 - Supports accreditation as an asthma friendly school.
- v. 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 resources if needed.

5. RESPONSIBILITIES

i. Principal

- a. Ensure that 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 “Work Health and Safety / Staff training records”.

- b. In consultation with staff, 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.
 - c. If no staff member is prepared to volunteer for non-emergency administration of prescribed medication or healthcare procedures, and community resources cannot assist, the principal will seek advice from the Assistant Director of Schools.
- ii. Staff members
- a. 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.
 - b. No medication is to be given to a student without the written permission of a parent/guardian.
 - c. All medication is to be administered at the school office by the medication registrar or a designated staff member authorised by the principal.
 - d. In the absence of the nominated staff medical officer, the principal or nominated teacher will be the designated officer.
 - e. Complete the medication register for each dosage of medication administered, by noting the date and initialling the register.
- iii. Parents
- a. If short-term administration of medication is requested, complete a request form, which is found on the school’s website.
 - b. Label medication with the following information: date, time, name of student, type of medication, dosage.

6. BUDGET

The school will make provision each year in its annual budget for professional development opportunities for the staff in regard to this area.

7. NEXT REVIEW DATE

This policy will be reviewed in 2020 in consultation with relevant staff.

8. DEFINITIONS

- i. Unscheduled medication: Medication that can be purchased from a pharmacy or supermarket.
- ii. Scheduled medication: A substance listed on the NSW Poisons List.
 - a. 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.
 - b. 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.

- c. Schedule 4: Restricted substances only available by prescription. Schedule 4 medicines are labelled “PRESCRIPTION ONLY MEDICINE”. Examples include antibiotics.
- d. 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.

9. LEGISLATIVE / PROFESSIONAL GUIDELINES

This policy is supported by the following Catholic Schools Office policies:

- i. Administering Medicines in Schools (February 2012).
- ii. Administering Medicines in Schools (Support Documents).
- iii. Administering Medicines Procedure 1 (February 2012).
- iv. Administering Medicines Procedure 2 - Safe Handling and Disposal of Needles (February 2012).