

# ST JOSEPH'S COLLEGE, MILDURA



<b>Policy Number:</b>	COLLEGE 41
<b>Policy Name:</b>	Medication Management and Administration Policy
<b>Person Responsible/Author:</b>	Principal
<b>Date Approved by Executive:</b>	July 20, 2023
<b>Date of Next Review:</b>	July 2026
<b>Related Policies:</b>	First Aid Policy

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## PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

## LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy. Further information relating to the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

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## 1. PURPOSE

1.1 St Joseph's College is committed to the provision of medical needs to promote the well-being of all students which may include the administration and safe provision of medication to students while at school or school activities, including camps and excursions.

## 2. SCOPE

2.1 This policy applies to the administration of medication to all students. It does not apply to:

- The provision of medication for anaphylaxis which is provided in the college Anaphylaxis Policy.
- The provision of medication for asthma which is provided in the college Asthma Policy.
- Specialised procedures which may be required for complex medical care needs.

## 3. POLICY

3.1 St Joseph's College encourages students that require medication to arrange for this to occur outside of school hours if possible. However, the college understands that this may not always be practical. To support students to administer their medication safely the college will follow the procedures set out in this policy.

### 3.2 Authority to Administer

3.2.1 Where a student is required to have medication (prescription and non-prescription) administered to them while at school:

- Parents/guardians will need to arrange for the student's treating medical/health practitioner to provide written advice to the college which details:
  - the name of the medication required.
  - the dosage amounts.
  - the time the medication is to be taken.

- how the medication is to be taken.
- the dates the medication is required, or whether it is an ongoing medication.
- how the medication should be stored.
- In most cases, parents/guardians should arrange for written advice to be provided in a Medication Authority Form completed by the student's treating medical/health practitioner.
- If advice cannot be provided by a student's medical/health practitioner, the college may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/guardian.
- The college may need to consult with parents/guardians to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided in a Student Health Support Plan).
- Parents/guardians can contact St Joseph's College for a Medication Authority Form.

### 3.3 Administering Medication

3.3.1 Parents/guardians are responsible for providing medication that is within its expiry date and for replacing medication, if necessary, that has expired.

3.3.2 Parents/guardians must provide the college with any medication that is required. It must be in the original box/bottle and must be clearly labelled with the:

- Student's name.
- Dosage required.
- Time the medication needs to be administered.

3.3.2 If a student needs to take medication at school or a school activity, the college will ensure that:

- Medication is administered to the student in accordance with the pharmacy label instructions or the Medication Authority Form (refer Appendix 1) to ensure:
  - the student receives their correct medication and in the proper dose.
  - via the correct method (for example, inhaled or orally).
  - at the correct time of day.
- A log is kept of medicine administered to a student (refer Appendix 2).
- Where possible, two staff members will supervise the administration of medication.
- The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication.
  - if necessary, release the student from class to obtain their medication.

### 3.4 Self-administration

3.4.1 In some cases, it may be appropriate for students to self-administer their medication. The college may consult with parents/guardians and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication and will be determined on a case-by-case basis. If the decision has been made to allow a student to self-administer their medication, the college may require written acknowledgement from the student's medical/health practitioner, or the student's parents/guardians that the student will self-administer their medication.

### 3.5 Storing Medication

3.5.1 The college will ensure that medications are stored:

- Securely to minimise risk to others in a lockable cupboard or draw.
- In a place only accessible by staff who are responsible for administering the medication.
- Away from a classroom (unless quick access is required).
- Away from first aid kits.

- According to packet instructions, particularly in relation to temperature.

3.5.2 At St Joseph's College, student medications are stored within the First Aid Office in a locked drawer.

3.5.3 The college may decide, in consultation with parents/guardians and/or on the advice of a student's treating medical/health practitioner:

- That the student's medication should be stored securely in the student's classroom if quick access may be required.
- To allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration.
  - doing so, does not create potentially unsafe access to the medication by other students.

### 3.6 **Warning**

3.6.1 St Joseph's College **will not**:

- In accordance with the Catholic Education Commission of Victoria, store or administer analgesics such as Aspirin, Ibuprofen and Paracetamol as a standard first aid strategy.
- Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents/guardians or health practitioner.
- Allow use of medication by anyone other than the prescribed student.

### 3.7 **Medication Error**

3.7.1 If a student takes medication incorrectly, staff will endeavour to:

STEP	ACTION
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling 000, if advised to do so.
4.	Contact the student's parents/guardians or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the college in light of the incident.

3.7.2 In the case of an emergency, college staff may call Triple Zero "000" for an ambulance at any time.

## 4. **COMMUNICATION**

4.1 This policy will be communicated to our college community in the following ways:

- Staff induction.
- College website.
- Transition to the college/enrolment information packs.
- Via the college website.
- Staff handbook on SIMON.
- Staff briefings/meetings as required.
- Parent information nights/sessions.
- Available via hard copy from college administration upon request.

## 5. **VERSION CONTROL**

VERSION	DATE	AUTHORISED
COLLEGE 41.01	July 20, 2023	Executive

## St Joseph's College Mildura MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school or  
whilst on camp.

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form. Do not complete for asthma, diabetes or allergy/anaphylaxis medication if already done as part of an existing medical plan.

Students Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication required for the following condition/s: \_\_\_\_\_

Symptoms if medication 'as required' \_\_\_\_\_

Review date for this form: Dec 2023 / Jan 2024

### Medication required:

Name and strength of Medication	Dosage amount to be given	Time/s to be taken or 'as required'	How is it to be taken? eg: oral / topical / eye drops / injection (if injection, supervised or with assistance)	Dates to be administered
				Start date: / / End date: / / OR <input type="checkbox"/> Ongoing medication
				Start date: / / End date: / / OR <input type="checkbox"/> Ongoing medication
				Start date: / / End date: / / OR <input type="checkbox"/> Ongoing medication

### Medication Storage

Please indicate if there are any specific storage instructions for any medication:

### Medication delivered to the school

Please ensure that medication provided:

- ☐ Is in its original package
- ☐ The pharmacy label (if a prescribed medication) matches the information included in this form

### **Supervision and medication storage**

Students in the early years will generally need supervision of their medication and other aspects of health care management. While older students may be able to take responsibility for their own health care, it is generally not advisable. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

**Please note that all medication required at school must be stored in the First Aid Office, and students are to attend the First Aid Office when requiring their medication.** Self-storage and administration of medication can potentially create unsafe access to medications by other students.

**Whilst on camps, all medication must be handed in to the camp coordinator or designated First Aid Officer for storage and administration.** We request that medication for camp be in a labelled zip lock bag or container with this consent form. Only sufficient quantity for camp should be supplied i.e: do not send 100 tablets if only 10 required.

### **No first dose administrations and monitoring effects of medication**

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication. For this reason, and in case of an adverse reaction, school staff do not administer any first dose of medication. This should be done under supervision of the family or health practitioner.

### **Authorisation to administer medication in accordance with this form:**

Ideally, this form should be signed by the student's medical/health practitioner for all medication to be administered at school, however the principle may agree that the form can be completed on the signed authority of parents/guardians in the absence of a signature from a medical practitioner.

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Privacy Statement:**

St Joseph's College collects personal and health information to plan for and support the health care needs of the student. Without the provision of this information, the quality of the health support provided may be affected. The information collected may be disclosed to relevant college staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly – (03) 5018 8000.

**MEDICATION NAME:**

**MEDICATION DOSE:**

TIME OF DOSE:

[illegible]