



## Student Duty of Care

### Medication Administration

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

<b>Administration of Medication</b>	From time-to-time it may be necessary for medication to be administered to students during school hours, or while on excursions, in order to keep them safe.
<b>St Mary's Echuca Policy</b>	<p>If it is necessary to administer medication to a student, it is our policy that:</p> <ul style="list-style-type: none"><li>• staff do not administer any medication including minor analgesics or 'over the counter' medication such as paracetamol to students without written authorisation from the student's parent/carer</li><li>• prescription medication will only be administered where a student's parent/carer has provided written permission to the St Mary's Echuca and where written instruction has been provided from the prescribing doctor stating the medication, dosage and time to be administered</li></ul>

	<ul style="list-style-type: none"> <li>• parents/carers are responsible for keeping the St Mary's Echuca updated if their child's requirements for medication change</li> <li>• parents/carers are responsible for providing the medication and collaborating with the St Mary's Echuca in organising arrangements for supply, administration and storage of the medication</li> <li>• students must not carry medications unless there is a written agreement between the St Mary's Echuca and the student's parents/carers that this is a planned part of the student's individual health care plan</li> <li>• where it is appropriate and safe to do so students may self-administer medication under staff supervision</li> <li>• the St Mary's Echuca provides appropriate first aid facilities</li> <li>• the St Mary's Echuca ensures that teaching staff have appropriate first aid training.</li> </ul>
<b>Maintenance of Medical Records</b>	<p>Parents/carers must notify the St Mary's Echuca of all medical conditions that may require the administration of medication to their child during school hours.</p> <p>Student medical records are maintained in accordance with our <u>Student Medical Records</u> policy which includes a provision to ensure that the St Mary's Echuca is regularly updated as to the status of existing medical conditions.</p>
<b>Parent/Carer Responsibilities</b>	<p>Parents/carers of students who require medication to be administered during school hours must provide written notification to the St Mary's Echuca of this requirement and work with the St Mary's Echuca to arrange for supply, administration and storage of the medication.</p> <p>Parents/guardians of students who require prescription medication to be administered during school hours must provide written notification to the St Mary's Echuca of this requirement together with a letter to the St Mary's Echuca from the prescribing</p>

	<p>doctor stating the medication, dosage, and time the medication is to be administered and work with the St Mary's Echuca to arrange for supply, administration, and storage of the prescription medication.</p>
<p><b>Student Individual Health Care Plans</b></p>	<p>If a student is required to take medication during school hours, this will be included in their individual health care plan. The plan specifies agreed arrangements for supply, administration, and storage of the medication.</p> <p>Where a student is required to take prescription medication the individual health care plan will also contain a letter provided to the St Mary's Echuca from the prescribing doctor stating the medication, dosage, and time to be administered.</p> <p>Individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.</p> <p>Each staff member must fulfil their agreed roles as documented in a student's individual health plan and the St Mary's Echuca must inform parents/carers as soon as possible if concerns regarding a student's health care arise.</p>
<p><b>Self-Administration</b></p>	<p>Where it is appropriate and safe to do so, students may self-administer medication under staff supervision.</p>
<p><b>Staff Administration</b></p>	<p>Where prescription medication is administered by staff:</p> <ul style="list-style-type: none"> <li>• a staff member with first aid training, should be primarily responsible for administering the medication</li> <li>• two staff members should be present when medication is administered, one with primary responsibility and one as an observer</li> <li>• the staff member with primary responsibility must select the student's medication and appropriate dosage</li> </ul>

	<ul style="list-style-type: none"> <li>• if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way</li> <li>• in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/carer</li> <li>• the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student</li> <li>• the staff member with primary responsibility must record the student's name, medication and dosage in the Medication Administration Register and sign their name</li> <li>• the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student.</li> </ul>
<b>Storage of Medication</b>	<p>In some cases, a student's immediate access to 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.</p> <p>In other circumstances 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.</p>
<b>Note Regarding Emergency Care</b>	<p>The St Mary's Echuca will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health care plan.</p> <p>It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with,</p>

	with immediate priority, even if there is no appropriate individual health care plan in place.
<b>Staff Responsibilities</b>	<p>Staff are responsible for:</p> <ul style="list-style-type: none"> <li>• 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 care plan</li> <li>• being familiar with the medical records and individual health care plans of students in their care, respecting the confidential nature of the information at all times</li> <li>• working with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs</li> <li>• notifying the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's individual health care.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training and supervision</li> <li>• maintenance of student medical records</li> <li>• effective incident notification procedures</li> <li>• effective communication procedures with the students' parents/carers and the students themselves</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Further Information</b>	<u><a href="#">OAIC Guide on Privacy Obligations and Children and Young People</a></u>