



Administration of Medication Policy

AMP2018-1.0

Purpose:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities	
Scope:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: Medication Policy
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 17 th July 2017
References:		
Reviewed:	2 Years	Next Review: 17 th July 2019
Responsibility:	CEO/Deputy Principal/Head of Campus	Point of Contact: Services Manager
Policy Owner:	College Governing Board	

Policy

Arcadia College is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have this access to a reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Arcadia College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

In the case of all routine and emergency medication, both prescription and non-prescription, Arcadia College requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, Arcadia College also requires documentation from parents requesting the school to administer the medication.

In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Arcadia College requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

Arcadia College will keep the following records as outlined in the Arcadia College

Administration of Medication Procedure:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication

- Individual student health, action or emergency plans, as required

Arcadia College will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.

Administering Medication

Arcadia College follows the “Five Rights” of medication administration as outlined in the Arcadia College *Administration of Medication Procedure*:

- Right person
- Right drug
- Right dose
- Right time
- Right route

Storing Medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Arcadia College *Administration of Medication Procedure*.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff, as outlined in the Arcadia College *Administration of Medication Procedure*.

Expired Medication

It is the parents’ responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be administered.

Staff Training

Arcadia College will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.

Self-administration of Medication by Students

Self-administration may apply to students who are assessed by their parents and medical practitioner as capable and as approved by Deputy Principal or Head of Welfare as appropriate.

Definitions

- **Prescription medication** – prescribed by a medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency medication** – administered in the case of an emergency only

Examples may include:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen

- Non-perception/routine: anti-inflammatories
- Non-prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

Responsibilities

College Responsibilities

Arcadia College acknowledges its responsibility to:

- Administer medication to students in line with this Policy to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan

Staff Responsibilities

At Arcadia College employees have a responsibility when administering medication to:

- Attend any training required by Arcadia College to enable them to safely administer medication
- Administer medication in line with this Policy.

Parent Responsibilities

At Arcadia College parents have a responsibility to:

- Act in line with this Policy
- Submit the appropriate documentation when requesting the school to administer medication to their child
- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

Students

At Arcadia College students have a responsibility to:

- Act in line with this Policy
- Allow employees to safely administer medication to them, including swallowing any oral medication

Supporting documentation

Administration of Medication Request