



# Administration of Medication Policy

---

Version AMP2021-1.0

<b>Purpose:</b>	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	
<b>Scope:</b>	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	
<b>Status:</b>	Approved	<b>Supersedes:</b> AMP2020-1.2
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b> 18 Aug 2021
<b>References:</b>	Australian Privacy Principles <i>Health Act 1937</i> Health (Drugs & Poisons) Regulation 1996	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> August 2023
<b>Policy Owner:</b>	Principal	

## Policy Statement

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 may be required by legislation from time to time:

- 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<sup>1</sup>

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 follows:

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

---

<sup>1</sup> As of 1 March 2017 individual student health plans are required for administering Medicinal Cannabis using the Queensland Health [Medicinal Cannabis Management Plan](#) template. You are also required to notify Queensland Health via a [Notification of Medicinal Cannabis Management Plan](#).

## Storing medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.

## Expired medication

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

In this section you should fully identify the roles and responsibilities of relevant parties, such as the school, parents, students and employees. For example, you could say use the wording in blue font below:

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents or carers 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 or carers and medical practitioner as capable and as approved by the Principal 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-prescription/routine: anti-inflammatories
- Non- prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

## Responsibilities

### School 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; and
- 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;
- Ensure medication is not expired;
- Seek assistance when needed; and
- Administer medication in line with this Policy.

### **Parent Responsibilities**

At Arcadia College parents and carers 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; and
- 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;
- Ask for assistance when needed; and
- Allow employees to safely administer medication to them, including swallowing any oral medication.