



VIC-EDU-P-063 Administration of Medication Procedure

1. Purpose

This procedure documents the MacKillop Education requirements to ensure the care, welfare, and safety of children and young people who require medication administered during school days or activities.

2. Scope

The *VIC-EDU-P-063 Administration of Medication Procedure* applies to:

- the principal, all staff, including casual relief staff, and volunteers
- all students who require any form of medication (over the counter or prescription) to be administered at school or during school activities
- parents/guardians/carers (referred to as ‘guardians’) of students who require medication to be administered during the school day or during school activities.

It does not apply to:

- the provision of medication for anaphylaxis which is provided for in *VIC-EDU-P-008 Anaphylaxis Management Policy*
- specialised procedures which may be required for students with complex medical care needs.

3. Definitions

AHPRA registered medical practitioner or pharmacist	A medical practitioner or pharmacist registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession, whether the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.
Administration of medication	The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.
General / condition specific medical management plan	Information provided by the guardian of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The <i>Medical Management Plan</i> must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for medication, and be dated.
Student Health Support Plan	The <i>Student Health Support Plan</i> is aligned to the <i>Medical Management Plan</i> and must be developed by the school in consultation with the student’s guardians to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

4. Procedure

4.1 Authorisation of medication administered to students

- 4.1.1 For over the counter and/or prescribed medication to be administered to a student in the school environment, including excursions, camps and overseas travel, guardians must request in writing, using the *VIC-EDU-F-057 Medication Authority Form*, that medication be administered to their child.
- 4.1.2 Guardians are responsible for providing a *Medication Authority Form* to the school containing the medication/s to be administered, and the medication requirements (dosage, method of administration, frequency, times of day, storage) at the time of enrolment or when notified of the required administration of medication in the school environment.
- 4.1.3 The principal or their delegate and guardians may discuss possible alternatives or arrangements for the medication to be administered outside of the school environment where possible.
- 4.1.4 Medication must not be administered to a child being educated and cared for by MacKillop Education unless the *Medication Authority Form* is authorised by an Australian Health Practitioner Regulation Agency (AHPRA) registered medical / health practitioner or pharmacist except in exceptional circumstances.
- 4.1.5 The principal or delegate may agree to proceed with a *Medication Authority Form* signed by only the guardian in exceptional circumstances, for example, short-term (1-2 days), for the administration of over-the-counter medication at school or during off-site activities such as camps.
- 4.1.6 Where relevant to a student's ongoing medical / health needs, administration of medication is also be included in the student's general or condition specific *Medical Management Plan* and *Student Health Support Plan Template* (see *VIC-EDU-P-061 Medical Management Policy*).
- 4.1.7 A *Medical Management Plan* may not be a requirement for approving the administration of medication for students with a *Medication Authority Form*, signed by their guardian and an AHPRA registered medical practitioner or pharmacist, for example, a diagnostic report for attention deficit hyperactivity disorder (ADHD) signed by a paediatrician, which prescribes ongoing medication but does not require active medical management.
- 4.1.8 The principal or their delegate approves all ongoing and regular administration of medication (over the counter or prescription) by the school. No other school staff, including school nurses or other relevant employees, can provide authorisation.
- 4.1.9 The principal is responsible for ensuring that each child's enrolment record, includes medical, health and wellbeing issues and details of any person who is authorised to consent to medical treatment or administration of medication to the child as part of the enrolment process.

4.2 Communication with guardians

- 4.2.1 School staff will refer to written permission and guidance about the administration of all medication within the school environment and during school activities (over the counter or prescription) via the *Medication Authority Form*, signed by the guardian and also by an AHPRA

registered medical/health practitioner pharmacist. This includes when students are required to be administered medication on camps or excursions, or events outside of school.

- 4.2.2 Guardians are required to provide this information as needed, prior to camps and excursions, and if the child's medical condition changes, requiring a change to medication.
- 4.2.3 The principal is responsible for ensuring that a *Medication Authority Form* is received and updated when the medical advice regarding the medication method, timing, and dosage changes.
- 4.2.4 The principal or delegate is to communicate with guardians in circumstances where medications are close to expiry, the advice provided in the *Medication Authority Form* cannot be followed due to student non-compliance, or in the event of a medication error or medication allergic reaction.

4.3. Administration of medication

- 4.3.1 Guardians are required to provide the school with the medication in its original packaging, within its expiry date, with the name of the student (for prescription medication) and instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature.
- 4.3.2 The school is responsible for administering the medication in accordance with the *Medication Authority Form* for the student.
- 4.3.3 No over the counter or prescribed medication is to be administered beyond the instructions on the original packaging unless written recommendation is provided by an AHPRA registered medical practitioner or pharmacist.
- 4.3.4 If clarification is required around the administration of the medication, the principal or delegate may determine that further medical advice is necessary.
- 4.3.5 School staff who are responsible for the supervision of a student who is to receive medication at a given time are to be informed that the student is to be released to obtain their medication and release the student from class to obtain their medication.
- 4.3.6 As a preventative measure against allergic reaction, the first dose / application of any medication required to be administered at school should be administered under the supervision of a guardian or health professional rather than at school.
- 4.3.7 The principal or delegate is responsible for ensuring that staff are provided with condition-specific training where this is required to competently administer the medication. For example, staff may receive training to administer injections, intravenous injections, rectal suppositories, through the Schoolcare Program at Royal Children's Hospital or specialised health service providers.
- 4.3.8 The person administering the medication to the student at the given time notes the medication administration in the *Medication Administration Log*.
- 4.3.9 The principal or delegate is responsible for ensuring the *Medication Administration Log* is established and maintained.
- 4.3.10 The Office Manager is to maintain the *Medication Administration Log* of all medication administered in the school environment.

- 4.3.11 Best practice is to have two staff members supervising the administration of medication, checking the identity of the student and checking the information noted on the student's *Medication Authority Form*.
- 4.3.12 In any instance where a staff member is concerned about a student's reaction after receiving medication, the staff member should seek emergency medical assistance.
- Staff members are to provide first aid assistance and seek emergency services.
 - Notify the guardians of the reaction
 - Record the incident in Family Journey
 - Review the school's first aid and medication administration procedures, as appropriate.
- 4.3.13 The principal or delegate are to communicate and review the advice with guardians if the advice provided in the *Medication Authority Form* cannot be followed due to student non-compliance or unclear instructions.

4.4 Storage of student medications

- 4.4.1 The principal or their delegate is responsible for ensuring the safe and secure storage of medication that is within its expiry date and in accordance with relevant storage instructions.
- 4.4.2 Guardians are responsible for providing medication that is within its expiry date and replacing medication, if necessary, that has expired.
- 4.4.3 The quantity of medication stored will not usually exceed a week of supply, other than in circumstances where a long-term arrangement has been implemented and documented regarding the student's health care needs.
- 4.4.4 The principal or delegate should take reasonable steps to store the medication securely, clearly labelled for that specific student and according to the medication's instructions (e.g., requires refrigeration).
- 4.4.5 When determining a secure location, it must be located away from the first aid kit and in an area only responsible staff can access.
- 4.4.6 The principal or delegate must maintain a storage log of all medication stored for students in the school environment, including for camps and external events.

4.5 Self-administration of medication by students

- 4.5.1 The principal or delegate will consult with guardians (or adult or independent student) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school.
- 4.5.2 A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:
- this has been approved by the principal, after considering the safety of other students
 - it is in accordance with written permission provided by an AHPRA registered medical practitioner or pharmacist or in limited circumstances, where such written permission cannot be provided by an AHPRA registered medical practitioner or pharmacist, by the relevant guardians (or adult or independent students) where the medication is available over the counter from a pharmacy

- the medication does not have storage and administration requirements that prevent it from being self-administered
- the ability, maturity, and willingness of the student to self-administer is such that self-administration is reasonable and appropriate
- does not create unsafe access to medication for other students.

4.5.3 Where the school and guardians and where appropriate, the student determines a student can self-administer the medication, the *Medication Authority Form* must still be completed, indicating student self-administration on the form.

4.6 Emergency or errors in the administration of medication

4.6.1 If an error occurs in the correct administration of medication by a staff member or in self-administration by a student, the following steps are to be taken:

- Administer first aid as required. This may be in accordance with the student's general/condition specific *Medical Management Plan* (if applicable) or school's First Aid Plan for Anaphylaxis.
- Call the Poisons Information Line (13 11 26) and act on their advice, for example, calling an ambulance on 000.
- Notify the guardians of the error and what has been done following the error.
- Contact the Melbourne Archdiocese Catholic Schools (MACS) Regional Office and advise the Regional General Manager (RGM) of the incident.
- Complete an Incident Report in Family Journey.
- Review the school's first aid and medical management procedures, as appropriate.

4.6.2 In the case of an emergency

- Staff members are to provide first aid assistance and seek emergency services.
- An AHPRA registered medical practitioner, or an emergency service may provide authorisation for medication administration.
- Medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency as per *First Aid Action Plan for Anaphylaxis* and *Asthma First Aid plan* respectively.

4.7 Communication about these procedures

This procedure will be communicated to school staff, students and guardians as outlined in the *VIC-EDU-F-062 Medical Management Communication Plan*.

5. Related legislation, policy, guidelines and resources

Legislation

- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

Supporting MacKillop Education documents

- VIC-EDU-F-057 Medication Authority Form
- VIC-EDU-F-058 Student Health Support Plan Template
- VIC-EDU-P-008 Anaphylaxis Management Policy

- VIC-EDU-P-014 First Aid Policy
- VIC-EDU-P-061 Medical Management Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure

Related MACS policies and documents

- Medication Administration Procedure

Resources

- Asthma First Aid plan
- First Aid Action Plan for Anaphylaxis

6. Approval and Review Details

This policy will be available to the school community on the MacKillop Education website. It will be communicated to guardians on enrolment and to school staff, casual relief teachers and volunteers as part of their induction.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	14 February 2024
Recommended to Approval Authority by	MacKillop Education Leadership Team
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