

Medication Administration Policy

1. Purpose

There will be occasions when the administration of medication is necessary to support students during the course of a typical school day or in school activities outside regular school hours. This policy details how Bayside Christian College (College) will administer medication to students, parent/carer responsibilities and how protocols will be observed.

2. Policy Statement

The policy applies to all medications that need to be administered – whether prescribed or non-prescribed, over-the-counter, or complimentary alternative medicines (e.g. vitamins, minerals, supplements).

Wherever possible, the College prefers the scheduling of administering all medications outside of school hours.

Medication can only be administered by the College with the written permission of a parent/carer.

The College does not allow the self-administering of Schedule 8 drugs, such as Ritalin or Dexamphetamine.

Medication kept at the College will be reviewed at the commencement of the College year and during the semester break.

3. Application

This policy applies to all College staff, including volunteers and those contracted to work with students, parents, carers and students.

4. Definitions

Word/s	Definition
Medication Authorisation Form	Internal form required by the College with the appropriate authorisation to enable the College to administer medication.
School Medical Register	A central repository for documenting the administering of all medication to students.
Staff	an individual working in the College Environment who is: <ul style="list-style-type: none"> • directly engaged or employed by the College • a contracted service provider engaged by the College to perform child-related work • a minister of religion, a religious leader or an employee or officer of a religious body associated with the College • College Board
Student	a person who is enrolled at or attends the College
Volunteer	a person who performs work without remuneration or reward for the College in the College environment

5. Prescribed medication

For the College to be able to administer medication to students:

- parents/carers must complete the College Medication Authorisation Form that details the terms of administering each medication. This form is available by emailing the Student Health Coordinator (shc@baysidecc.vic.edu.au).
- All medication must be in its original container with a pharmacy label attached that provides clear and specific instructions for dosage and use.
- Medication can only be administered directly from the original container, and the pharmacy label must have:
 - Student name
 - Name of medication
 - Strength and description of medication
 - Date of dispensing
 - Dose (how much to give) and mode of administering
 - Time the medication is to be taken
 - Other instructions for administering (i.e. to be taken with food)
 - Storage requirements, expiry date and batch number
 - Initials and logo of the pharmacy.

If the information on the original container contradicts the College Medication Authorisation Form, the College cannot administer the medication and will proceed to seek written clarification from the parent/carer.

Parents/carers will be contacted when the medication quantity is low or is approaching its expiry date. This may require the completion of a new College Medication Authorisation Form and/or the supply of new medication

6. Overnight stays (camps, trips)

For any overnight stays, such as camps and trips, the College requires all prescribed medication to be in a Webster pack or Blister pack (refer to Appendix 1). These are available from most chemists for a small fee.

7. Non-prescribed/over-the-counter medication

The College obtains permission annually to administer paracetamol or over-the-counter antihistamines by authorisation from the parents/carers.

It is strongly advised that other non-prescribed or over-the-counter medications are not brought to College unless on advice from a medical practitioner.

For non-prescribed or over-the-counter medication (other than paracetamol, ibuprofen or over-the-counter antihistamines), the College requires the College Medication Authorisation Form to be completed by the parent/carer.

If non-prescribed or over-the-counter medication is required more than 3 times a week, the College Medication Authorisation Form must be completed by the student's medical practitioner.

For medication provided before midday, the College will contact the parent/carer to confirm that no medication was provided for their son/daughter before school.

For medication after midday, the College will notify the parent/carer informing them what medication was administered and when.

8. Missed medication or refusal to take medication

If a student refuses to take their medication or the College is aware that a student has missed taking their medication, the College will immediately call the student's parent/carer.

9. Incorrect dosage or side effects

If the incorrect dosage of medication or the incorrect medication has been administered to a student or there are signs of side effects, the College will immediately call the parent/carer, and 000 if necessary.

An incident report form outlining relevant circumstances and other information will be completed and submitted to the Business Manager for investigation.

10. Storage of medication

For Secondary students, all medicines, tablets, topical applications, appliances, etc., must be kept in the first aid centre in N-Block on the North Campus.

For Junior Secondary and Primary School students, all medication must be kept in the first aid centre in A-Block on South Campus.

For Early Learning Centre students, all medication must be kept in the safe medical storage box in the Centre.

Medication such as adrenaline auto-injectors (e.g. EpiPens) or asthma relievers (e.g. Ventolin puffers) will be stored in safe 'unlocked' locations at the abovementioned College locations and in first aid kits located throughout the College, where they will be easily accessible to the authorised student and staff at all times in the event of an emergency.

In the Primary School and Early Learning Centre, each class will have a pack with the relevant individual student's EpiPen and/or other medications included. The class teacher will ensure the pack travels with the class when they leave the school.

11. Administration of medication

As a standard measure for safe administering practices, to reduce risks and harm, the 'Five Rights of Medication Administration' must be followed each time medication is administered to students with two staff members present (whenever possible) during medication administering:

1	Right Person	The identity of the student (phot and name) must be checked prior to administering medication.
2	Right Medication	Ensure the medication matches the name on the container and on the College Medication Authorisation Form.
3	Right Dose	The dosage on the container must match the College Medication Authorisation Form.
4	Right Time	Medication must be administered at the prescribed time(s) that is/are on the original container and/or Medical Authorisation Form.
5	Right Route	Medications that can be administered by College staff include topical (apply to skin), oral (by mouth), aural (to the ear), optical (to the eye) or inhalation (puffer or spacer). For other methods of administering (e.g. injection), please contact the Student Health Coordinator on 5971 6700.
6	Right Reason	By confirming that the medication is being given for the correct purpose, such as providing pain relief for a patient experiencing pain, healthcare professionals can minimise the likelihood of patient harm, the chance that medication errors occur, and reduce the risk of adverse drug events.
7	Right Documentation	By documenting the medication administration process mistakes that could occur can be prevented, isolated and rectified.

All medication administered to students during the course of the College day, including while on excursions, camps and tours, must be recorded in the College's medical records.

12. Self-administering

Self-administering of medication or health procedures may include, but is not limited to:

- use of adrenaline auto-injector, e.g. EpiPen
- monitoring blood glucose levels and the delivery of insulin for diabetes
- inhaling preventer or reliever medication for asthma
- applying prescribed topical medication/eye drops/ear drops

The College does not allow self-administration of Schedule 8 drugs, e.g. Ritalin or Dexamphetamine.

Students approved to carry their own medication must demonstrate a secure and safe storage practice for medication, which must be documented on the College Medication Authorisation Form.

13. Needles and syringes

Administering medication using needles or syringes is only to be conducted at the College's first aid centre on either the North or South Campus with the College's Student Health Coordinator present. For the ELC, arrangements can be made for the Student Health Coordinator to visit the Centre; this must be documented on the College Medication Authority Form.

14. Disposal of medication

Parents/carers will be required to collect any unused or unclaimed medication from the College at the end of each term or provide written consent for the College to dispose of the medication to a local pharmacy participating in the Return Unwanted Medicines Scheme (www.returnmed.com.au).

15. Emergency Care

Where an emergency response requires the immediate administration of medication, staff will administer the medication (e.g., rescue medication for anaphylaxis, asthma, diabetes, or epilepsy) in accordance with their training and the student's Medical Management Plan.

16. Medical Management Plans

Parents/carers of students with asthma, anaphylaxis, allergies, epilepsy, or/and diabetes are required to provide the College with a nationally approved Medical Action Plan completed and signed by a medical practitioner.

The College requires Medical Management/Action Plans to be updated annually. Students will not be permitted on any excursions, camps, or tours unless the Plans are up-to-date.

17. Asthma

Where a student suffers from asthma, medication can usually be self-administered, but in the case of a more severe asthma episode, assistance may be required by First Aid trained School Staff, and a spacer should be used.

Spare asthma relief medication and disposable spacers are available at the first aid centres.

In Primary School and the Early Learning Centre, asthma medications are kept in the class first aid bag. Students in Years 4, 5, and 6 are encouraged to learn to self-administer these medications to foster their independence. The Asthma management plan will state whether the student can self-administer reliever medications.

18. Anaphylaxis

Parents/carers of students at risk of anaphylaxis are required to provide the College with a spare unexpired EpiPen.

EpiPens will only be used on the person for whom they are prescribed.

19. Health information online

Information from the College Medication Authorisation Form will be uploaded to the student's health information on the College's student management system. This will enable the student's health information to be accessed by College staff (Head of School, classroom teacher, subject teacher, sports coach, tutor) who may have the student in their care and may be required to take quick action.

20. Review of this Policy

Parents will be informed annually of the College’s Medications Administration Policy and its contents.
The College Leadership will review the policy annually.

21. Related Documents

- Anaphylaxis Policy
- First Aid Policy
- OHS Policy
- OHS Manual
- College Medication Authorisation Form
- Injury Report Form
- Medical Management Plans

22. Related Legislation

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)

Approver College Leadership

Authoriser College Executive