Melbourne Archdiocese
Catholic Schools

# Holy Spirit Community School
# Administration of Medication Procedures

## Purpose

These procedures document requirements in schools to implement the Holy Spirit Community School ('Holy Spirit') Administration of Medication policy. MACS staff maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the school's Privacy Policy and Collection Notice for Parents and Students.

## Scope

Holy Spirit Administration of Medication Procedures 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 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 Holy Spirit Anaphylaxis Policy
- specialised procedures which may be required for complex medical care needs.

## Procedures

### Authorisation of medication administered to schools

1. **Authorisation of medication to students**

1.1. For medication to be administered to a student in the school environment, including excursions, camps and overseas travel, parents/guardians/carers must request in writing that medication be administered to their child.

1.2. The principal or nominated staff member and parents/guardians/carers may discuss possible alternatives or arrangements for the medication to be administered outside of the school environment where possible.

1.3. Parents / guardians / carers are responsible for providing a Medication Authority Form (MAF) to the school via the office 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.

1.4. Medication must not be administered to a child being educated and cared for unless the MAF is authorised by an authorised Australian Health Practitioner Regulation Agency (AHPRA) registered health /medical practitioner except in exceptional circumstances.

1.5. The principal or nominated staff member may agree to proceed with a MAF signed by only the parent/ guardian/carer 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.

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.

1.1. A medical management plan may not be a requirement for approving the administration of medication for students with a MAF, signed by their parent/guardian/carer and an

authorised AHPRA registered health/medical practitioner, 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.

1.2. The principal or nominated staff member 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.

1.3. 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.

## Communication with parents / guardians /carers

2. **Communication with parents / guardians / carers**

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 MAF, signed by the parent / guardian / carer, and where required, also by an authorised AHPRA registered health/ medical practitioner. This includes when students are required to be administered medication on camps or excursions, or events outside of school.

2.2. Parents / guardians / carers 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.

2.3. The principal is responsible for ensuring that a MAF is received and updated when the medical advice regarding the medication method, timing, and dosage changes.

2.4. The principal or nominated staff member is to communicate with parents / guardians / carers in circumstances where medications are close to expiry, the advice provided in the MAF cannot be followed due to student non-compliance, or in the event of a medication error or medication allergic reaction.

## Administration of medication

3. **Administration of medication to students at school**

3.1. Parents / guardians / carers are required to provide the school with the medication in its original packaging, within the expiry, with the name of the student (for prescription medication) and outlines instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature.

3.2. The school is responsible for administering the medication in accordance with the MAF for the student.

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 authorised AHPRA registered health/medical practitioner.

3.4. If clarification is required around the administration of the medication, the principal or nominated staff member may determine that further medical advice is necessary.

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.

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 parent / guardian / carer or health professional rather than at school.

3.7. The principal or nominated staff member is responsible for ensuring that staff are provided with condition-specific training where this is required to competently administer the medication. Holy Spirit staff may require additional, specific training for administering specialised medications for example, injections, intravenous injections, rectal suppositories, through the Schoolcare Program at Royal Children's Hospital or specialised health service providers.

3.8. The person administering the medication to the student at the given time notes the medication administration in the school's medication log.

3.9. The principal or nominated staff member is responsible for ensuring the medication log is established and maintained.

3.10. Good 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 MAF.

3.11. Holy Spirit staff will maintain a log of all medication administered in the school environment.

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 parents/guardians/carers of the reaction**
- **Review the school's first aid and medication administration procedures, as appropriate**

3.13. The principal or nominated staff member is to communicate and review the advice with parents/guardians/carers if the advice provided in the MAF cannot be followed due to student non-compliance or unclear instructions.

## Storage of medications

4. **Storage of student medications**

4.1. The principal or nominated staff member is responsible for ensuring the safe and secure storage of medication that is within its expiry date and in accordance with relevant storage instructions.

4.2. Parents/guardians/carers are responsible for providing medication that is within its expiry date and replacing medication, if necessary, that has expired.

4.3. The quantity of medication stored will not 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. The principal or nominated staff member 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). Schools are to outline the process for receiving, storage and disposing medication.

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.

4.6. The principal or nominated staff member must maintain a storage log of all medication stored for students in the school environment, including for camps and external events.

## Self-administration of medication by students

5. **Student self-administration of medication**

5.1. The principal or nominated staff member will consult with parents/guardians/carers (or adult or independent student) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school.

5.2. A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:

5.2.1. this has been approved by the principal, after considering the safety of other students

5.2.2. it is in accordance with written permission provided by an authorised AHPRA registered health/medical practitioner or in limited circumstances, where such written permission cannot be provided by an authorised AHPRA registered health/medical practitioner, by the relevant parents/guardians/carers (or adult or independent students) where the medication is available over the counter from a pharmacy

5.2.3. the medication does not have storage and administration requirements that prevent it from being self-administered

5.2.4. the ability, maturity, and willingness of the student to self-administer is such that self-administration is reasonable and appropriate

5.2.5. does not create unsafe access to medication for other students

5.3. Where the school and parents/guardians/carers and where appropriate, the student determines a student can self-administer the medication, the MAF must still be completed, indicating student self-administration on the form.

## Emergency or errors in the administration of medication

6. **In the event of error in medication administration**

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:

1. 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
2. **Call the Poisons Information Line 13 11 26 and act on their advice, for example, calling an ambulance on 000**
3. Notify the parents/guardians/carers of the error and what has been done following the error
4. Contact the Regional Office and advise the Regional General Manager (RGM) of the incident
5. Complete an Incident Report
6. Review the school's first aid and medical management procedures, as appropriate

7. In the case of an emergency

7.1. Staff members are to provide first aid assistance and seek emergency services.

7.2. An authorised AHPRA registered health/medical practitioner, or an emergency service may provide authorisation for medication administration.

7.3. 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

## Communication about these procedures

8. **Communication plan**

The principal is responsible for ensuring that a communication plan is developed to provide information to relevant school staff, students and parents / guardians / carers about medication administration and the school's administration of medication policy. The following information sets out the requirements for this communication plan

1. Strategies for advising school staff, students, and parents/guardians/carers about how to administer medication, store medication, and respond to a medication error of a student in various environments:
   - during normal school activities, including in a classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
   - during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school.

0. Procedures used to inform volunteers and casual relief staff of students who require administration of medication in the school environment and of their role in supporting or administering medication to the student in their care.

0. How this policy is communicated to our school community:

- Included in staff induction processes
- Available publicly on our school's website
- Available via the Staff Handbook
- Available via the Parent Handbook
- Included in transition and enrolment packs
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

# Definitions

**Authorised AHPRA registered health/medical practitioner**

A practitioner registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession who may authorise administration including registered medical practitioners, dentists, nurse practitioner (within scope), authorised optometrist and authorised podiatrists.

**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 parent/guardian/carer 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 Medical Management Plan must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for mediation, and be dated.

**Melbourne Catholic Archdiocese Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

**MACS school or school**

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through Melbourne Archdiocese Catholic Specialist Schools (MACSS). References to schools or MACS schools also includes school boarding premises operated by MACS schools.

**Procedure**

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and its subsidiaries, as the context requires.

**School environment**

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).

**School staff**

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

**Student**

Student means a person who is enrolled at or attends a MACS school.

**Student health support plan**

The Student Health Support Plan is aligned to the medical management plan and must be developed by the school in consultation with the student's parents / guardians / carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

# Related policies and documents

### Supporting documents

Holy Spirit Medication Authority Form

### Related MACS policies and documents

Holy Spirit Administration of Medication Policy
Excursions, Camps, and Travel Policy
Holy Spirit First Aid Policy
Incidents and Injuries Report Form
Holy Spirit Medical Management Policy
Holy Spirit Medical Management Procedures
Holy Spirit General Medical Management Plan
Medical Management Plan – Acquired Brain Injury
Medical Management Plan – Cancer
Medical Management Plan – Cystic Fibrosis
Medical Management Plan – Oral Eating and Drinking
Medical Management Plan – Positioning and Transfer
Medical Management Plan – Toileting, Hygiene and Menstrual Management
Toileting and Personal Care including Menstruation Learning Plan
Toileting and Personal Care Learning Plan
Holy Spirit Student Health Support Plan
Holy Spirit Privacy Policy

# Legislation and standards

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

# Policy information table

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