



Administration of Medication Policy

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:	Final	Supersedes: 27/02/2020
Authorised by:	Board Chair	Date of Authorisation: 15/06/2020
References:	<ul style="list-style-type: none"> • Australian Privacy Principles • Cairns Hinterland Steiner School Administration of Medication Procedure 	
Review Date:	Initially 6 months, and annually from then onwards.	Next Review Date: 31 st March 2021
Policy Owner:	School Governing Body (Cairns Rudolf Steiner School Ltd)	

Issued by the:

Governing Body of the Cairns Rudolf Steiner School Limited

Mr Alan MacLean

Chairperson

Cairns Rudolf Steiner School Limited

Issued: 15/06/2020

Policy Statement

Cairns Hinterland Steiner School (**the School**) 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 access to a reasonable standard of support, the School will administer medication during school hours as follows:

1. Over the Counter Medication (**OTC Medication**), will be administered upon written request by an authorised parent, providing such medication is supplied in its original packaging;
2. Prescription Medication, will be administered upon production of all of the following:
 - a. written request by an authorised parent;
 - b. Medical Authorisation; and
 - c. the medication supplied in its original packaging with a Pharmacy Label attached, naming the student.

Cairns Hinterland Steiner School is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

Prior to the dispensation of any medication (other than Emergency Medication), parents must complete a General Medication Authority for the student.

Prior to the dispensation of any OTC Medication, the School will require:

1. A written request to dispense the medication, signed by the person nominated in the General Medication Authority held for the student. The written request must state the student's name, the name of the OTC Medication and instructions for usage, including dosage, timing and route of administration; and
2. The OTC Medication must be supplied in original packaging, with a label noting the student's name (can be labelled by parent/guardian), with expiry dates visible.

Prior to the dispensation of any Prescription Medication, the School will require:

1. A written request to dispense the medication, signed by the person nominated in the General Medication Authority held for the student;
2. Medical Authorisation;
3. The Prescription Medication must be supplied in original packaging, with a Pharmacy Label.

Should a student have specific or ongoing medical or health needs, parents are encouraged to contact the School about implementing a student Health Plan (including emergency plans). All individual Health Plans require School approval prior to implementation.

The School will keep the following records as outlined in the School Administration of Medication Procedure:

- General Medication Authorities
- 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 Plans, as required

The School will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, considering the *Australian Privacy Principles*.

School's Position on Administration of Emergency Medication

The Board of Cairns Hinterland Steiner School requires emergency First Aid procedures to be followed in the case of Anaphylaxis or suspected Anaphylaxis. This includes the administration of an EpiPen in the first instance, calling emergency services (000) and contacting parents/carers.

For all other emergencies, staff will follow standard first aid training, including the provision of Emergency Medication and emergency first aid treatment as the situation requires.

Staff training

The School 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 authorised prescriber as capable and as approved by School Administrator as appropriate.

Definitions

- **Emergency Medication** – medication administered in the case of an emergency;
- **General Medication Authority** – means the approved form issued by the School to parents/guardians by which parents nominate the persons with authority to provide medication authorisations for each student and otherwise acknowledges responsibility for ensuring any medications requested to be dispensed are suitable for the student;
- **Health Plan** – a document completed by a medical practitioner which provides the school with directions or guidelines to support students with specialised health needs;
- **Medical Authorisation** – For the purposes of this procedure medical authorisation may take the form of a prescribing medical practitioner's letter, a Health Plan or the original medication with an attached prescription Pharmacy Label, noting the name of the prescribing medical practitioner;
- **Medical Practitioner** – A doctor registered with the Medical Board of Australia, through the Registers of Practitioners, Australian Health Practitioner Regulation Agency (AHPRA);
- **Pharmacy Label** - a label attached to the original prescription medication container including the student's full name, name of prescribing doctor, name of the medication, dose and route of administration, initials/logo of the pharmacist, time or interval the medication is to be taken and any other relevant directions for use;
- **Prescription Medication** – medications prescribed by a medical practitioner;
- **OTC Medication** – medications available without a prescription, purchased from pharmacies, supermarkets, health foods stores and other retailers. Examples include paracetamol and homoeopathic preparations.

Examples of medications may include:

- OTC Medication: anti-inflammatories, antihistamine, paracetamol, homoeopathic remedies
- Prescription Medication: insulin, antibiotics
- Emergency Medication: EpiPen

Responsibilities

School Responsibilities

The School acknowledges its responsibility to:

- Administer medication to students in line with this Policy and the related Procedures (School Administration of Medication Procedure) 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 between 3C and 25C. Note will be taken of storage methods for any medication requiring refrigeration.
- 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 Plans

Staff Responsibilities

School employees have a responsibility when administering medication to:

- Attend any training required by the School to enable them to safely administer medication
- Administer medication in line with this Policy and the related Procedures (School Administration of Medication Procedure)

Parent Responsibilities

Parents have a responsibility to:

- Act in line with this Policy and the related Procedures (School Administration of Medication Procedure)
- 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

Students have a responsibility to:

- Act in line with this Policy and the related Procedures (School Administration of Medication Procedure)
- Allow employees to safely administer medication to them, including swallowing any oral medication

Implementation

At the School, we are committed to ongoing:

- Awareness - regularly raise awareness of the proper administration of medication, including by the development and implementation of an Administration of Medication Policy and related procedures (School Administration of Medication Procedure), and via the clear support and promotion of the policy and procedures by the school board and executive management team
- Training - regularly educate and train employees appropriately on how to administer medication
- Record keeping, monitoring, reporting – keep appropriate records, monitor and review
- Culture – encourage students, parents and employees to contribute to a healthy school culture
- All medicine received by school staff will be immediately registered in the Medicine Expiry register

Compliance and Monitoring

- Individual student Health Plans, as required
- Every student has a comprehensive student medical form on their file, stored in both hard and electronic copy
- Requests from medical practitioners and/or parents to administration medication
- Logs of medication in and out of the school
- Documentation of the administration of medication will be kept on file for the duration of the student's enrolment at the school. This information will be held on the student's file in both hard and electronic copy.

This information will include:

- The name of the person the medication was administered to
- The name of the person who administered the dose
- The date of the administration
- The time of the administration
- The dose administered
- Any adverse events