

DSM OSHC Policy

Administration of Medication



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

Statement

The DSM OSHC service (the service) is governed by Board of Deutsche Schule Melbourne. The service shares the vision and philosophy to help students realise their own potential and become creative and confident participant in the global community. It caters for children from diverse cultural and linguistic backgrounds.

The service is committed to the care, safety and welfare of students.

The Administration of Medication policy sets out the principles and framework governing the service's behaviours and activities that enact the service's legal responsibilities and which support the care of students.

Rationale

To support student's safety and wellbeing and to manage student's health requirements, the use of medications may be required by students of the DSM OSHC service. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the student in accordance with the Education and Care Services National Regulations.

Under the National Quality Standards (NQS) each child's wellbeing and comfort including opportunities for rest and relaxation must be provided for, illness and injuries must be managed efficiently and hygiene practices promoted and implemented. Each student at the service should feel protected and know that all reasonable precautions have been taken and supervision in place to ensure the protection of each child from harm and hazards. Incidents and emergencies must be managed effectively and plan developed and implementation in consultation with relevant authorities.

DSM OSHC educators and staff have a duty of care towards its students. The Service makes proper arrangements for the distribution of medicine for students who are ill or have a medical condition that requires medication. The Service is committed to ensure that all educators can safely administer required medication to children with written consent of the child's parent or guardian. Educators will follow stringent procedure to promote health and wellbeing for each child enrolled at the Service.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

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Scope

This policy applied to children, students, families, staff, management, volunteers, contractors and visitors of the Service.

Implementation

As part of the duty of care owed to students, educators are required to administer first aid, including assisting students to take medication, within the limits of their skill, expertise and training. It should be noted that an educator's duty is greater than that of the ordinary citizen in that an educator is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

The administration of medicines must be **authorised in writing** by parents or guardians. The written authorisation should state: the medicine to be taken, dosage, time to be administered, the period for which the authorisation is valid, appropriate storage.

In the case of an **emergency**, authorisation to administer medication may be given verbally or, if parents cannot be contacted, by a registered medical practitioner or an emergency service. Medication may be administered to a child without authorisation in case of an anaphylaxis or asthma emergency.

In the case of serious health conditions (anaphylaxis, asthma, epilepsy, diabetes, etc.), the authorisation to administer medication (including, self-administration where this is authorised) will be included as part of the student's Medical Management Plan (see the DSM OSHC Policy Medical Conditions)

The service should require the **first dose of any new medication** to be administered by the family or health practitioner in order to monitor any allergic reaction. It is not the service's role to monitor the effects of any medication.

The service must not administer **analgesics**.

The service should encourage parents to administer medication before or after school wherever possible.

The service must ensure a **log or record** is retained of all medicine administered. Such records should be retained within the student's medical record.

When considering whether it is appropriate for the **self-administration of medicines**, the school must consult with parents (and the student's health practitioner) taking into account the age of the student and any other circumstances. The self-administration of medicines must be authorised in writing by parents. The service must put procedures in place to manage the self-administration of medicines including arrangements for supervision and record keeping. Where possible, the service should store self-administered medicine.

Factors to be taken into consideration when permitting students to **carry their own medication** should include:

- whether the student requires immediate access to the medication e.g. insulin
- any special storage requirements e.g. refrigeration
- the risk of unsafe access to medicines by other students.

The service should not store or administer analgesics, such as aspirin and paracetamol.

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Medicine must be **stored** in its original container and according to the written instructions provided. The service should ensure the quantity of medicine is at a minimum, that the storage is secure and only accessible by authorised personnel. It is recommended that medicines are not kept in the OSHC room or in first aid kits, but in locked facilities.

Medicine must be administered only to the **student named** in the written authorisation, except in a life-threatening emergency, for example, where a student has an asthma attack and they do not have their puffer.

In distributing medicine, the service must protect student **privacy** and confidentiality to avoid any stigmatisation.

Roles

Effective administration of medication requires the close cooperation of the service with families.

Board

The board is responsible for confirming the service has an 'Administration of Medication' Policy that is compliant with the Education and Care Services National Regulations and WorkSafe guidelines.

Nominated Supervisor/Responsible Person is responsible for:

- Ensuring clear procedures and implementation documents for the administration of medication are developed and communicated.
- Ensuring all educators have completed first aid and anaphylaxis management training approved by the Education and Care Services National Regulations at least every three years and is recorded with each staff members' certificate held on the Services premises.
- Ensuring all educators, whether or not they have a students diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device (EpiPen) and cardio-pulmonary resuscitation (CPR) every 12 months, recording this in the staff records.
- That this policy is provided and reviewed during each staff member's induction process.

Educators will ensure:

- The DSM OSHC Medication Record is completed for each student using the Service who requires medication. A separate form must be completed for each medication if more than one is required.
- Medication may only be administered by the Service with written authority signed by the student's parent or other responsible person named in the student's enrolment record that is authorised by the child's parents or guardian to make decisions about the administration of medication.
- Medication must be provided by the student's parents or guardian which include:
 - The administration is authorised by a parent or guardian.
 - Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
 - Medication is from the original container.
 - Medication has the original label clearly showing the name of the child.
 - Medication is before the expiry/use by date.
 - Any instructions attached to the medication or related to the use of the medication.

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- Authority for the student to self-administer medication (if applicable).
- Any person delivering a student to the Service must not leave medications in the student's bag. Medication must be given directly to an educator for appropriate storage upon arrival.
- Written and verbal notifications are given to a parent or other family member of a student as soon as practicable, if medication is administered to the student in an emergency when consent was either verbal or provided by medical practitioners.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the student and emergency services are notified as soon as practical.
- Enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Reasonable steps are taken to ensure that medication records are maintained accurately.
- Medication forms are kept in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Educators receive information about the medical and medication policies during their induction.
- Written consent is requested from families on the enrolment form to administer the Emergency Asthma Kit if required.
- Families will be reminded that every attempt to contact them for verbal permission will be made by the Service prior to administering asthma medications.
- Follow hand-washing procedures before and after administering medication.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed correctly.
- Ensure that medications and required authorisations are passed on to the child's school teacher, and collected at the end of the school day

Families will ensure:

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Notify the Service and provide relevant medical information and reports in a timely manner, should the physical and/or mental health of the Student change at any time.
- Complete a medication record for child requiring medication whilst they are at the Service, including providing authorisation (if applicable) for the child to self-administer medication.
- Ensure any required authorisations have been completed to be passed on to the child's school teacher.
- Assist Educators to complete long-term medication records in accordance with the medical practitioner completing and signing the plan.
- Update long term medication records quarterly or as the child's medication needs change.
- Be requested to sign consent to use creams and lotions (list of items in the first aid kit provided at enrolment) should first aid treatment be required.
- Be required to keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Keep children away from the Service while any symptoms of an illness remain.

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- Keep children away from the Service for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- NOT leave any medication in children's bags.
- Give any medication for their children to an educator who will provide the family with a Medication Record.
- Complete the Medication Record and the educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent or authorised person.
- Provide any herbal/ naturopathic remedies or non-prescribed medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication.

Self-Administration of Medication

A student may self-administer medication under the following circumstances:

- A parent or guardian provides written authorisation with consent on the student's enrolment form - administration of medication.
- Medication is to be stored safely by an Educator, who will provide it to the student when required.
- Supervision is proved by an Educator.

Administration of Paracetamol

- Families must provide their own Paracetamol for use as directed by a medical practitioner.
- Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.
- To safeguard against the disproportionate use of Paracetamol, and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a Doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.
- If a child presents with a temperature whilst at the Service, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will:
 - - remove excess clothing to cool the child down
 - - offer fluids to the child
 - - encourage the child to rest
 - - provide a cool, damp cloth for the child's forehead and back of the neck
 - - monitor the child for any additional symptoms

Medication kept at the Service

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- Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates
- A list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.
- If a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required.
- It is the family's responsibility to take home medication.
- Medication will not be administered if it has past the product expiry date.

Emergency administration of medication

In the occurrence of an emergency and where the administration of medication must occur, the Service must attempt to receive verbal authorisation by a parent of the student named in the student's Enrolment Form who is authorised to consent to the administration of medication.

- If a parent of a student is unreachable, the Service will endeavour to obtain verbal authorisation from an emergency contact of the student named in the student's Enrolment Form, who is authorised to approve the administration of medication.
- If all of the student's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the student or other emergency contact person listed on the student's Enrolment Form.

Emergency involving Anaphylaxis or Asthma

For anaphylaxis or asthma emergencies, medication will be administered to a student without authorisation, adhering to the correct action plan that has been provided.

- The Service will contact the following as soon as practicably possible -
 - Emergency Services
 - A parent of the student
- The student will be comforted, reassured, and moved to a quiet area under the direct supervision of a suitably experienced and trained educator.

Complex Medical Needs

Complex medical care often requires OSHC staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- tracheostomy care
- seizure management
- medication by injection or rectal suppository

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- administering suction
- tube feeding
- specialised medical procedures.

If it is agreed that specialised medical procedures may be needed to enable a student to attend the OSHC service, then the designated staff must receive specific training to allow them to meet the student's individual health care need. The Student Health Support Plan should be guided by medical advice received by the student's medical practitioner via the Department's Medical Advice Form; describe specific training requirements and include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

Enrolment & Health and Medical Treatment

The Service reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require the Applicant to provide the School with information as requested, or to require the Applicant to withdraw the Student for a period of time reasonably required to undergo medical treatment.

Communication

The Service must ensure that the Administration of Medicine policy is communicated to staff, students and parents.

Created, 14.10.2019

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DSM OSHC Internal Use

Version and Approval

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Related Policies & Documents

DSM OSHC Parent Handbook
DSM OSHC Policy: Anaphylaxis
DSM OSHC Policy: Arrangements for Ill Students
DSM OSHC Policy: Administration of Medication
DSM Policy: Privacy
DSM OSHC Procedure: Health Risk Minimisation and Communications Plan

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DSM OSHC Policy: Medical Conditions

DSM OSHC Policy: Administration of First Aid