Melbourne Archdiocese
Catholic Schools

# Mazenod Administration of Medication Policy

MAZENOD
COLLEGE

Mazenod is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Introduction

Mazenod is required to ensure the care, welfare, and safety of children who require medication administered in the school environment and during school activities, maintain with a view to maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the school's Privacy Policy and Standard Collection Notice.

## Purpose

When required to administer over the counter or prescription medication to students, Mazenod will implement this Policy and the accompanying Procedures.

## Scope

This policy 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.

The policy does not apply to:

- the provision of medication for anaphylaxis which is provided for in Mazenod Anaphylaxis Policy
- specialised procedures which may be required for complex medical care needs.

## Principles

The following principles underpin this policy:

- The principal and staff are responsible for ensuring the safety and wellbeing of all students in the school environment.
- The principal and all staff work with parents/guardians/carers to ensure, as far as reasonable, that the needs and safety of children requiring medication in the school environment be considered.

## Policy

### Duty of care

Mazenod has a duty of care to ensure that reasonable care is taken and appropriate processes are in place when administering all medications in the school environment and during school related activities.

Our school requires that parents must make a request to the school when their child requires medication to be taken during school hours or during school activities including school camps, excursions, interstate or overseas travel. This should occur prior to enrolment or as soon as the requirement is identified. Parents/guardians/carers are required to provide the school with current medical information.

## Authority to administer medication in school environments

The principal, or staff member nominated by the principal, require written advice from parents/guardians/carers about the administration of all medication within school environments and during school activities (including over the counter or prescription) via a Medication Authority Form (MAF) by Drop Box Sign or via email.

The MAF must be signed by the parent/guardian/carer, and where required as outlined below, also by an authorised Australian Health Practitioner Regulation Agency (AHPRA) registered medical / health practitioner.

The principal or nominated staff member must approve all ongoing and regular administration of medication (over the counter or prescription) by the school.

In most cases, medication must not be administered to a child being educated and cared for unless the administration is authorised by an authorised AHPRA registered medical/health practitioner. The medication will also be documented in the student's relevant medical management plan (where applicable). No other school staff, including school nurses, can provide authorisation.

In circumstances where advice from a medical/health practitioner cannot be provided, the principal or nominated staff member may agree to proceed with the authority of parent/guardian/carer. This would generally only occur in exceptional circumstances, for example, short term (1–2 days) administration of over-the-counter medication at school or on off-site activities such as camps.

The enrolment record kept for each child must include details of any person authorised to consent to medical treatment or administration of medication to the child.

## Administration of medication in school environments and during school activities

Parents/guardians/carers have a responsibility to provide all medication in the original packaging with the original label including the name of the student (for prescription medication), information on the dosage, storage requirements, method, and time to be administered.

The principal or nominated staff member must ensure that the correct student receives their correct medication at the correct dosage, method, frequency, and time of day. No medication is to be administered beyond the instructions on the original packaging unless written recommendation is provided by a medical/health practitioner. The principal or nominated staff member may determine that medical advice is necessary if clarification is required.

Mazenod 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.

The principal or nominated staff member ensures that all medicine administered is noted in a medication log on a student's medical history on Synergetic. The medication log should be completed by the person administering the medication to the student at the given time. Good practice is to have two staff members supervising the administration of medication, confirming the identity of the student and checking the information noted on the MAF, and on the packaging.

The principal may determine that Mazenod staff require additional, specific training for administering specialised medications such as injections or rectal suppositories by the Schoolcare program at Royal Children's Hospital (RCH), specialist health service or accredited provider.

A student with a signed MAF can self-administer medication at school with principal approval. The principal or nominated staff member will consult with parents/guardians/carers (or adult or independent students) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school. This arrangement should be indicated on the MAF. Students with an asthma or anaphylaxis action plan can carry their medication without a MAF.

## Medication storage

Parents/guardians/carers are responsible for providing, medication that is within its expiry date and replacing medication, if necessary, that has expired. Medication that is within its expiry date will be stored safely and securely and in accordance with relevant storage instructions.

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

The principal or nominated staff member should take reasonable steps to store the medication securely and according to the medication's instructions The Nurse Unit Manager will maintain a storage log of all medication stored for students in the school environment, including for camps and external events. When determining a secure location, it must be located away from the first aid kit and in an area only responsible staff can access.

## Use of medication in first aid or emergencies

Medication such as aspirin and paracetamol will not be stored or administered for first aid purposes as these medications may mask symptoms of serious conditions.

In the case of an emergency, authorisation may be given by an authorised AHPRA registered medical/health practitioner or an emergency service to administer medication.

If an error occurs in the administration of medication by a Mazenod staff member or in self-administration by a student, staff are to administer first aid, call the

**Poisons Information Line 13 11 26 and act on their advice.**

The principal or nominated staff member must notify the parents/guardians/carers of the error and what has been done following the error. The principal or nominated staff member must also contact the regional office to advise the regional general manager of the incident and complete an Incident Report. Following the incident, our school will review their first aid and medical management procedures, as appropriate.

## Communication about this policy

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 the medication administration and the school's Administration of Medication Policy.

# Procedures

Refer to the Administration of Medication Procedures for further information about implementation of this Policy.

# Roles and reporting responsibilities

| Role | Responsibility | Reporting requirement (if applicable) |
|---|---|---|
| Principal | Authorise the administration of medication to students with appropriate documentation (medication authority form depending on the duration and frequency of medication administration in the school environment) | |
| Principal | Maintain a register of the medication administered to students | |
| Principal | Maintain a medication storage log | |

| | | |
|---|---|---|
| Principal | Ensure that medical advice is obtained if uncertainty about the administration of medication exists | |
| Principal | Ensure that all staff are aware of the school's procedures for the storage and administration of medication to students. | |
| Principal | Report incidents of medication administration errors in the school environment | Report incident to Regional General Manager (RGM) |

# Definitions

**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.

**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.

**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. A condition specific management or action plan is a plan designed to address the specific needs related to a medical or health condition, such as asthma, diabetes, epilepsy, continence, eating and drinking, cancer, etc. 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 MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

**Medical diagnosis**

Where a registered medical practitioner has determined the disease or condition that explains a person's symptoms and signs.

**Medication**

A drug or other form of treatment, either provided over the counter or prescribed by an Australian Health Practitioner Registration Agency (AHPRA) registered medical practitioner that is used to prevent, treat, or improve medical condition.

**Procedure**

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS, MACS schools and MACSEYE.

**Risk management**

The coordinated activities to direct and control an organisation with regard to risk.

**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/service environment who is:

- directly engaged or employed by a school/service governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate and whether or not 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 resources

## Supporting documents

Mazenod Medication Authority Form
Mazenod Administration of Medication Procedures

## Related MACS policies

Administration of Medication Policy for MACS Schools
Mazenod Anaphylaxis Management Policy
Excursions, Camps and Travel Policy
Mazenod First Aid Policy
Incidents and Injuries Report Form
Mazenod Medical Management Policy
Mazenod General Medical Management Plan
Mazenod Student Health Support Plan
Mazenod 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

| | |
|---|---|
| **Approving authority** | Director, Learning and Regional Services |
| **Approval date** | 18 April 2024 |
| **Review by** | April 2025 |
| **Publication details** | CEVN, school website |