



## ADMINISTRATION OF MEDICATION PROCEDURE

<b>Legislation:</b>	<ul style="list-style-type: none"><li>• <i>Education (General Provisions) Act 2006 (Qld) s5 &amp; s426</i></li><li>• <i>Disability Standards for Education 2005 (Cth)</i></li><li>• <i>Health (Drugs and Poisons) Regulation 1996 (Qld) s18(3) &amp; s30(2)</i></li><li>• <i>Work Health and Safety Regulation 2011 (Qld) s42</i></li><li>• <i>Work Health and Safety Act 2011 (Qld)</i></li><li>• <i>Privacy Act 1988 (Cth)</i></li><li>• <i>First Aid in the Workplace Code of Practice 2021 (Qld)</i></li><li>• DET Administration of Medication in Schools Policy Version 5.0</li></ul>
<b>Ormiston College Related Documents:</b>	<ul style="list-style-type: none"><li>• Workplace Health and Safety Policy</li><li>• Privacy Policy</li><li>• Administration of Medication Policy</li><li>• Administration of Medication Consent Form</li><li>• Medication Administration Skills Checklist</li><li>• Medical Details Form</li><li>• Infection Control Policy</li><li>• First Aid Policy</li><li>• Substance Management Plan (Medications)</li></ul>
<b>Version:</b>	V290623
<b>Supersedes:</b>	V300922
<b>To be reviewed:</b>	Every 3 years

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## OVERVIEW

Ormiston College is committed to ensuring that all students have access to a reasonable standard of support for their health needs whilst attending the College, both on campus and for off campus activities.

The administration of medications to students by College staff is only considered when a prescribing Health Practitioner has determined that it is necessary or when there is medical consent provided by the parent.

## PROCESS

- Follow the student's Emergency Health Plan or Action Plan, and the instructions on the student's Administration of Medication Consent Form or prescribing Health Practitioner's written advice.
- Administer emergency medication in accordance with all relevant training.
- Administer first aid when there is no student specific plan by following College emergency procedures as outlined in the *First Aid in the Workplace Code of Practice 2021*.
- Record details of administration of medication into the student's electronic medical record.
- Schedule 8 Medication is to be documented in the Controlled Drugs Register.
- When an emergency medication (ie EpiPen) has been administered, contact parent as soon as possible.
- Should emergency services be called, provide information as required.
- Nurse is to notify the parent if the medication quantity is low or approaching its expiry date.

## STAFF TRAINING

The College Nurse is to conduct staff training for nominated staff members allowed to administer medication.

The staff member responsible for administering medication is required to ensure that:

- Medication is only administered if it is prescribed, is in the original container and has a pharmacy label. If the medication is more complex with specific administration requirements, then a letter from the Medical Practitioner should be provided.
- The Ormiston College Administration of Medication Policy and the Administration of Medication Procedure are followed.
- A two-person check is undertaken whenever possible e.g., administration of Schedule 8 Medication (Ritalin).
- The Five Rights of Medication Administration are followed, and they are aware of:
  - Pharmacy labels
  - Common medication side effects (which may be identified on the medication container)
  - Five Rights of Medication Administration
    1. Right Person
    2. Right Drug
    3. Right Dose
    4. Right Time
    5. Right Route.

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## **PRESCRIPTION MEDICATION ADMINISTRATION PROCEDURE**

### **1. RIGHT PERSON**

Check the identity of the student i.e., use photograph on TASS, ask student their full name and / or their date of birth. Middle and Senior School students are required to self-sign into the Health Centre.

### **2. RIGHT DRUG**

Drugs have a trade and generic name which can cause confusion. Refer to medication container for the 'generic' name, to match the medication identified on the Administration of Medication Consent Form (*Appendix A* in the Administration of Medication Policy).

Check it is the right drug:

- when the drug is taken from the cupboard.
- before the drug is placed into a medicine cup or similar receptacle prior to handing to the student.

### **3. RIGHT DOSE**

The dosage will be on the medication container and the Administration of Medication Consent Form. Ensure the drug dosages match.

### **4. RIGHT TIME**

Medications are designed to be given at specific intervals between doses to ensure consistent therapeutic blood levels. If given at times different to those ordered, the drug may be less effective or may cause side effects.

Often medication instructions are provided in medical terms. Seek clarification as to the time-of-day medication should be administered if this is not understood, and ensure it is administered at the prescribed times.

The prescribed time is to be clearly written on the Administration of Medication Consent Form by the parent.

The College Nurse is required to check the Administration of Medication Consent Form and the prescription medication to ensure the information is correct.

### **5. RIGHT ROUTE**

Medications have specific 'routes of administration.'

- Check the instructions prior to administration, e.g., to be taken with food.
- Ensure all oral medications have been swallowed. Watch the student take the medication.

Common routes of administration include:

- topical (apply to skin)
- oral (by mouth)
- sublingual (under the tongue)
- nasal (through the nose)
- inhalation e.g., asthma medication (puffer or spacer).

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## NON-PRESCRIPTION MEDICATION ADMINISTRATION PROCEDURE

Students may require non-prescription medication during the day for minor conditions like a headache etc. The medications approved to administer at school are Paracetamol, Ibuprofen, and Antihistamine.

Parents are required to complete the Administration of Medication Consent Form for their child on Parent Lounge. Only the medication approved by the parent is to be given. If no medication permission has been given, then the staff member will call the parent to gain permission to administer the required medication.

The Five Rights of Medication Administration are followed:

### 1. RIGHT PERSON

Check the identity of the student i.e., use photograph on TASS, ask student their full name and / or their date of birth. Middle and Senior School students are required to self-sign into the Health Centre.

### 2. RIGHT DRUG

- a. Check the medication consent on the student's TASS file.
- b. Ask the student if they have had any medication today (at home before school). If unsure call parent/guardian to check.
- c. Check the Illness Record for the last time medication was administered.
- d. Check it is the right drug:
  - o when the drug is taken from the medication cupboard.
  - o before the drug is put into a medicine cup or similar receptacle prior to handing it to the student.

### 3. RIGHT DOSE

#### Students under 12 years requiring liquid medication:

- a. Weigh Student
- b. Check the medication bottle to administer the correct dosage required for the weight of the student.
- c. Use a syringe to measure the correct dosage.
- d. If a student is over 12 years and requires liquid medication, check the correct dosage is noted on the medication cupboard.

#### Students requiring medication in tablet form:

- If over 12 years, the student can have the dose as listed on medication box (e.g., Paracetamol 500mg x 2 or Nurofen 200mg x 2).

### 4. RIGHT TIME

Medications are designed to be given with specific intervals between doses:

- a. Ask the student if they have had any medication today (at home before school). If unsure call parent/guardian to check.
- b. Check the Illness Record for the last time medication was administered.
- c. A minimum period of 4 hours is required between doses of Paracetamol and Ibuprofen (check the medication instructions).

#### Note:

- Antihistamine is given once every 24hrs (check the medication instructions).
- Check the instructions prior to administration, e.g., Nurofen should be taken after food.
- If unsure, check with the College Nurse or call the student's parent.

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## 5. **RIGHT ROUTE**

Medications have specific 'routes of administration'.

- Ensure all oral medications have been swallowed. Watch the student take the medication.

Common routes of administration include:

- topical (apply to skin)
- oral (by mouth)
- sublingual (under the tongue)
- nasal (through the nose)
- inhalation e.g., asthma medication (puffer or spacer).

## **ADMINISTRATION OF EMERGENCY MEDICATION**

For administration of Emergency Medication such as EpiPen or Ventolin, follow the Emergency Plan.

See *Appendix A* for Anaphylaxis Management and *Appendix B* for Asthma Management.

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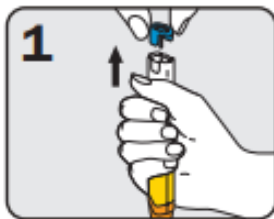
ascia  
australian society of clinical immunology and allergy  
[www.allergy.org.au](http://www.allergy.org.au)

## FIRST AID PLAN FOR

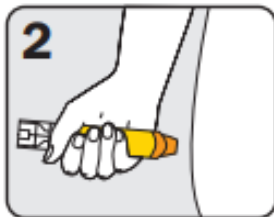
# Anaphylaxis

For use with **EpiPen®** adrenaline (epinephrine) autoinjectors

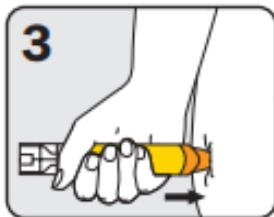
### How to give EpiPen® adrenaline (epinephrine) autoinjectors



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds  
REMOVE EpiPen®

EpiPen® is prescribed for children over 20kg and adults.  
EpiPen® Jr is prescribed for children 7.5-20kg.

#### SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Tingling mouth
- Hives or welts
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

#### ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy seek medical help or freeze tick and let it drop off
- Stay with person and call for help
- Locate adrenaline autoinjector
- Phone family/emergency contact

**Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis**

#### WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Difficulty talking and/or hoarse voice
- Swelling of tongue
- Persistent dizziness or collapse
- Swelling/tightness in throat
- Pale and floppy (young children)
- Wheeze or persistent cough

#### ACTION FOR ANAPHYLAXIS

##### 1 Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



##### 2 Give adrenaline autoinjector

##### 3 Phone ambulance - 000 (AU) or 111 (NZ)

##### 4 Phone family/emergency contact

##### 5 Further adrenaline doses may be given if no response after 5 minutes

##### 6 Transfer person to hospital for at least 4 hours of observation

##### If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS give adrenaline autoinjector FIRST, if someone has SEVERE AND SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice), even if there are no skin symptoms. THEN SEEK MEDICAL HELP.**

- If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre.
- Continue to follow this plan for the person with the allergic reaction.

© ASCIA 2020 This document has been developed for use as a poster, or to be stored with general use adrenaline autoinjectors.

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# ASTHMA FIRST AID

1



**SIT THE PERSON UPRIGHT**

- Be **calm** and reassuring
- **Do not leave them alone**

2



**GIVE 4 SEPARATE PUFFS OF BLUE/ GREY RELIEVER PUFFER**

- **Shake** puffer
- Put **1 puff** into spacer
- Take **4 breaths** from spacer

– Repeat until **4 puffs** have been taken

OR give 2 separate inhalations of Bricanyl (8 years or older)

OR give 1 inhalation of Symbicort Turbuhaler (12 years or older)

OR give 2 puffs of Symbicort Rapihaler through a spacer (12 years or older)

**If no spacer available:** Take 1 puff as you take 1 slow, deep breath and hold breath for as long as comfortable. Repeat until all puffs are given

3



**WAIT 4 MINUTES**

- If there is no improvement, **give 4 more separate puffs of blue/grey reliever** as above

OR give 1 more inhalation of Bricanyl

OR give 1 more inhalation of Symbicort Turbuhaler

OR give 2 puffs of Symbicort Rapihaler through a spacer

## IF THERE IS STILL NO IMPROVEMENT

4



**DIAL TRIPLE ZERO (000)**

- Say **'ambulance'** and that someone is having an asthma attack
- Keep giving **4 separate puffs every 4 minutes** until emergency assistance arrives

OR give 1 inhalation of a Bricanyl or Symbicort Turbuhaler every 4 minutes – up to a max of 4 more inhalations of Symbicort Turbuhaler

OR give 2 puffs of Symbicort Rapihaler through a spacer every 4 minutes – up to a max of 8 more puffs of Symbicort Rapihaler

### CALL EMERGENCY ASSISTANCE IMMEDIATELY AND DIAL TRIPLE ZERO (000) IF:

- the person is not breathing
- the person's asthma suddenly becomes worse or is not improving
- the person is having an asthma attack and a reliever is not available
- you are not sure if it is asthma
- **the person is known to have anaphylaxis – follow their Anaphylaxis Action Plan, then give Asthma First Aid**

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma.



Translating and Interpreting Service  
131 450



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