



Administration of Medication Policy

Emmaus College 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

The College is required to ensure the care, welfare, and safety of children, who require medication administered in the College environment and during College activities, maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the MACS Privacy Policy and Standard Collection Notice.

Purpose

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

Scope

This policy applies to:

- the College 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 College or during College activities
- parents/guardians/carers of students, who require medication to be administered during the school day or during College activities.

It does not apply to:

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

Principles

The following principles underpin this policy:

- The College Principal and staff are responsible for ensuring the safety and wellbeing of all students in the College environment.
- The College 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 College environment be considered.

Policy

The College 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 College requires that parents must make a request to the

College when their child requires medication to be taken during College hours or during College activities including College 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 College with current medical information.

Authority to administer medication at the College

The College Principal or their delegate require written advice about the administration of all medication within the College environment and during College activities (including over the counter or prescription) via a Medication Authority Form (MAF) found on the College website. The MAF must be signed by the parent/guardian/carer, and where required as outlined below, also by a medical/health practitioner.

The College Principal or their delegate must approve all ongoing and regular administration of medication (over the counter or prescription) by the College, and in most cases, medication must not be administered to a child being educated and cared for unless the administration is authorised by an AHPRA registered medical practitioner or pharmacist. The medication will be documented also in the student's relevant medical management plan (where applicable). No other College staff, including the College nurse, can provide authorisation.

In circumstances where advice from a medical/health practitioner cannot be provided, the College Principal or delegate 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 the College or on off-site activities such as camps.

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

Medication administration in College environment and during College 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 College Principal or delegate 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 College Principal or delegate may determine that medical advice is necessary if clarification is required.

College 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 College Principal or delegate ensures that all medicine administered is noted in a medication log. 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 College Principal may determine that College 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 while at the College with College Principal's approval. The College Principal or delegate 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 while at the College. 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 College Principal or their delegate should take reasonable steps to store the medication securely and according to the medication's instructions. The College Nurse will maintain a storage log of all medication stored for students in the College 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.

Medication use 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 AHPRA registered medical practitioner or an emergency service to administer medication.

If an error occurs in the administration of medication by a College 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 College Principal or delegate must notify the parents/guardians/carers of the error and what has been done following the error. The College Principal or delegate must also contact the regional office to advise the regional general manager of the incident and complete an Incident Report. Following the incident, the College will review its first aid and medical management procedures, as appropriate.

Communication of the Policy

The College Principal is responsible for ensuring that a communication plan is developed to provide information to relevant College staff, students and parents/guardians/carers about medication administration and the College's administration of medication policy.

Procedures

Please refer to Administration of Medication Procedures (School Template) for further guidance.

Roles, responsibilities and reporting

Include a table that outlines responsibilities and reporting requirements in the policy. Briefly identify the role, the responsibility and any associated reporting requirement.

Role	Responsibility	Reporting requirement (if applicable)
College Principal or College Nurse	Authorise the administration of medication to students with appropriate documentation (medication authority form depending on the duration and frequency of medication administration in the College environment)	
College Nurse	Maintain a register of the medication administered to students	
College Nurse	Maintain a medication storage log	
College Nurse	Ensure that medical advice is obtained if uncertainty about the administration of medication exists	
College Principal	Ensure that all staff are aware of the College's procedures for the storage and administration of medication to students.	
College Principal	Report incidents of medication administration errors in the College 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.

AHPRA Registered Medical Practitioner/Pharmacist

A medical practitioner or pharmacist registered under Australian Health Practitioner Registration Agency (AHPRA) and relevant state/national board for their medical/health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising, but does not include a registered student.

Delegate

A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.

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 medication, 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 College hours:

- a campus of the College
- 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 College 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).

College staff

Means an individual working in a College/service environment, who is:

- directly engaged or employed by the College/service governing authority
- a contracted service provider engaged by MACS or MACSEYE (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 or MACSEYE service
- 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 College 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

Emmaus College Medication Authority Form
Administration of Medication Policy for MACS Schools
Administration of Medication Procedures for MACS Schools
Emmaus College Administration of Medication Policy

Related MACS policies and documents

Excursions, Camps and Travel Policy
Emmaus College First Aid Policy
First Aid Policy for MACS schools
Incidents and Injuries Report Form
Emmaus College Medical Management Policy
Medical Management Policy for MACS schools
Emmaus College General Medical Management Plan
Emmaus College Student Health Support Plan

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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