



Administration of Medication Procedures

Purpose

These procedures document requirements to implement the Emmaus College Administration of Medication policy. Staff maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the MACS Privacy Policy and Standard Collection Notice.

Scope

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

It does not apply to:

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

Procedures

Authorisation of medication administered to the College

1. Authorisation of medication to students

- 1.1. For medication to be administered to a student in the College environment, including excursions, camps and overseas travel, parents/guardians/carers must request in writing that medication be administered to their child.
- 1.2. The College Principal or their delegate and parents/guardians/carers may discuss possible alternatives or arrangements for the medication to be administered outside of the College environment where possible.
- 1.3. Parents/guardians/carers are responsible for providing a Medication Authority Form (MAF) to the College obtained from the College website containing the medication/s to be administered, and the medication requirements (dosage, method of administration, frequency, times of day, storage) at the time of enrolment or when notified of the required administration of medication in the College environment. This MAF should be emailed to the College First Aid Office at firstaid@emmaus.vic.edu.au
- 1.4. Medication must not be administered to a child being educated and cared for unless the MAF is authorised by an Australian Health Practitioner Regulation Agency (AHPRA) registered medical / health practitioner except in exceptional circumstances.
- 1.5. The College Principal or delegate may agree to proceed with a MAF signed by only the parent/guardian/carer in exceptional circumstances, for example, short-term (1-2 days) for the administration of over-the-counter medication at school or during off-site activities such as camps.

- 1.6 Where relevant to a student's ongoing medical/health needs, administration of medication is to be included also in the student's general or condition specific medical management plan and student health support plan (see Emmaus College Medical Management Policy).
- 1.7 A medical management plan may not be a requirement for approving the administration of medication for students with a MAF, signed by their parent/guardian/carer and an AHPRA registered medical practitioner or pharmacist, for example, a diagnostic report for attention deficit hyperactivity disorder (ADHD) signed by a pediatrician, which prescribes ongoing medication, but does not require active medical management.
- 1.8 The College Principal or their delegate approves all ongoing and regular administration of medication (over the counter or prescription) by the College. No other College staff, including College nurse or other relevant employees, can provide authorisation.
- 1.9 The College Principal is responsible for ensuring that each child's enrolment record, includes medical, health and wellbeing issues and details of any person, who is authorised to consent to medical treatment or administration of medication to the child as part of the enrolment process.

Communication with parents/guardians/carers

2. Communication with parents/guardians/carers

- 2.1. College staff will refer to written permission and guidance about the administration of all medication within the College environment and during College activities (over the counter or prescription) via the MAF, signed by the parent/guardian/carer, and where required, also by a medical/health practitioner. This includes when students are required to be administered medication on camps or excursions, or events outside of school.
- 2.2. Parents/guardians/carers are required to provide this information as needed, prior to camps and excursions, and if the child's medical condition changes, requiring a change to medication.
- 2.3. The College Principal is responsible for ensuring that a MAF is received and updated when the medical advice regarding the medication method, timing, and dosage changes.
- 2.4. The College Principal or delegate is to communicate with parents/guardians/carers in circumstances where medications are close to expiry, the advice provided in the MAF cannot be followed due to student non-compliance, or in the event of a medication error or medication allergic reaction.

Administration of medication

3. Administration of medication to students at school

- 3.1. Parents/guardians/carers are required to provide the College with the medication in its original packaging, within the expiry, with the name of the student (for prescription medication) and outlines instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature.
- 3.2. The College is responsible for administering the medication in accordance with the MAF for the student.
- 3.3. No over-the-counter or prescribed medication is to be administered beyond the instructions on the original packaging unless a written recommendation is provided by an AHPRA registered medical practitioner or pharmacist.
- 3.4. If clarification is required around the administration of the medication, the College Principal or delegate may determine that further medical advice is necessary.

- 3.5. 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.
- 3.6. As a preventative measure against allergic reaction, the first dose/application of any medication required to be administered at College should be administered under the supervision of a parent/guardian/carer or health professional rather than at College.
- 3.7. The College Principal or delegate is responsible for ensuring that staff are provided with the conditions. College staff may require additional, specific training for administering specialised medications, for example, injections, intravenous injections, rectal suppositories, through the Schoolcare Program at Royal Children's Hospital or specialised health service providers.
- 3.8. The person administering the medication to the student, at the given time, notes the medication administration in the College's medication log.
- 3.9. The College Principal or delegate is responsible for ensuring the medication log is established and maintained.
- 3.10. Good practice is to have two staff members supervising the administration of medication, checking the identity of the student and checking the information noted on the MAF.
- 3.11. The First Aid Office to maintain a log of all medication administered in the College environment. The log is stored on Synergetic and can be accessed by relevant staff.
- 3.12. In any instance where a staff member is concerned about a student's reaction after receiving medication, the staff member should seek emergency medical assistance.
 - Staff members are to provide first aid assistance and seek emergency services.
 - Notify the parents/guardians/carers of the reaction
 - Review the College's first aid and medication administration procedures, as appropriate
- 3.13. The College Principal or delegate is to communicate and review the advice with parents/guardians/carers if the advice provided in the MAF cannot be followed due to student non-compliance or unclear instructions.

Storage of medications

4. Storage of student medications

- 4.1. The College Principal or their delegate is responsible for ensuring the safe and secure storage of medication that is within its expiry date and in accordance with relevant storage instructions.
- 4.2. Parents/guardians/carers are responsible for providing medication that is within its expiry date and replacing medication, if necessary, that has expired.
- 4.3. 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.
- 4.4. The College Principal or delegate should take reasonable steps to store the medication securely, clearly labelled for that specific student and according to the medication's instructions (e.g., requires refrigeration). The College must outline the process for receiving, storage and disposing of medication
- 4.5. When determining a secure location, it must be located away from the first aid kit and in an area only responsible staff can access.

- 4.6. The College Principal or delegate must maintain a storage log of all medication stored for students in the College environment, including for camps and external events.

Self-administration of medication by students

5. Student self-administration of medication

- 5.1. The College Principal or delegate will consult with parents/guardians/carers (or adult or independent student) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at the College.
- 5.2. A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at the College for self-administration where:
 - 5.2.1. this has been approved by the College Principal, after considering the safety of other students
 - 5.2.2. it is in accordance with written permission provided by an AHPRA registered medical practitioner or pharmacist or in limited circumstances, where such written permission cannot be provided by an AHPRA registered medical practitioner or pharmacist, by the relevant parents/guardians/carers (or adult or independent students) where the medication is available over the counter from a pharmacy
 - 5.2.3. the medication does not have storage and administration requirements that prevent it from being self-administered
 - 5.2.4. the ability, maturity, and willingness of the student to self-administer is such that self-administration is reasonable and appropriate
 - 5.2.5. does not create unsafe access to medication for other students
- 5.3. Where the College and parents/guardians/carers, and where appropriate, relevant health practitioners to determine a student can self-administer the medication, the MAF must still be completed, indicating student self-administration on the form.

Emergency or errors in the administration of medication

6. In the event of an error in medication administration

- 6.1. If an error occurs in the correct administration of medication by a staff member or in self-administration by a student, the following steps are to be taken:
 1. Administer first aid as required. This may be in accordance with the student's general/condition-specific medical management plan (if applicable) or the College's [First Aid Plan for Anaphylaxis](#)
 2. Call the Poisons Information Line (13 11 26) and act on their advice, for example, calling an ambulance on 000.
 3. Notify the parents/guardians/carers of the error and what has been done following the error
 4. Contact the Regional Office and advise the Regional General Manager (RGM) of the incident
 5. Complete an Incident Report
 6. Review the College's first aid and medical management procedures, as appropriate

7. In the case of an emergency

- 7.1. Staff members are to provide first aid assistance and seek emergency services.
- 7.2. An AHPRA registered medical practitioner or an emergency service may provide authorisation for medication administration.

- 7.3. Medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency as per [First Aid Action Plan for Anaphylaxis](#) and [Asthma First Aid plan](#) respectively

Communication about these procedures

8. Communication Plan

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.

The following information sets out the requirements for this communication plan:

- 8.1. Strategies for advising College staff, students, and parents/guardians/carers about how to administer medication, store medication, and respond to a medication error of a student in various environments:
 - during normal College activities, including in a classroom, in the College grounds, in all College buildings and sites including gymnasiums and halls
 - during off-site or out of College activities, including on excursions, College camps and at special events conducted, organised or attended by the College.
- 8.2. Procedures used to inform volunteers and casual relief staff of students, who require administration of medication in the College environment, and of their role in supporting or administering medication to the student in their care.
- 8.3. How this plan is communicated to our College community :
 - Included in staff induction processes
 - Available publicly on the College's website
 - Included in transition and enrolment packs
 - Included as annual reference in College newsletter
 - Included in the staff handbook/manual
 - Discussed at staff briefings/meetings as required
 - Discussed at parent information nights/sessions
 - Discussed at student forums/through communication tools
 - Made available in hard copy from school administration upon request

Definitions

AHPRA registered medical practitioner or pharmacist

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

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.

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. The plan should contain details of the current diagnosis, current medication, response required from the College 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 or College

A school or College, 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.

Procedure

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

College 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 College 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 the College environment, who is:

- directly engaged or employed by a College 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 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

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

Related MACS policies and documents

Excursions, Camps, and Travel Policy
First Aid Policy for MACS schools
Emmaus College First Aid Policy
Incidents and Injuries Report Form
Medical Management Policy for MACS schools
Emmaus College Medical Management Policy
Emmaus College Medical Management Procedures
Emmaus College General Medical Management Plan
Medical Management Plan – Acquired Brain Injury
Medical Management Plan – Cancer
Medical Management Plan – Cystic Fibrosis
Medical Management Plan – Oral Eating and Drinking
Medical Management Plan – Positioning and Transfer
Medical Management Plan – Toileting, Hygiene and Menstrual Management
Toileting and Personal Care including Menstruation Learning Plan
Toileting and Personal Care Learning 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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