



# MEDICATION POLICY

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## PURPOSE

The purpose of this Policy is to explain to parents/carers, students and staff the processes that Monivae College will follow to safely manage the provision of medication to students while at school, including in residential facilities, school activities and during camps and excursions.

## SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy;
- the provision of medication for asthma which is provided for in our school's Asthma Policy; and
- specialised procedures which may be required for complex medical care needs.

## DEFINITIONS

| Key word/abbreviation | Definition   |
|-----------------------|--|
| Medication            | In relation to this policy, medication refers to medication prescribed or used on the advice of a prescribing health practitioner, including over the counter medications. Either may be required and considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medicines may include capsules, eardrops, eye drops, inhalants, liquid, lotion and cream, nose drops, patches, powder, tablets, wafers, oxygen, nebulisers, schedule 8 drugs, and insulin (by pen, pump or pre-filled syringes).  |
| Medication Error      | <p>Any preventable event that may cause or lead to inappropriate medication use or harm to a student. Medication errors occur for a variety of reasons, for example, miscommunication of drug orders, poor handwriting, or confusion between drugs with similar names, poor packaging design and confusion of metric and other dosing units.</p> <p>A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the:</p> <ul style="list-style-type: none"><li>▪ medication</li><li>▪ right medication</li><li>▪ right medication to the right student</li><li>▪ medication within appropriate time frames</li><li>▪ right medication in the correct dosage</li><li>▪ right medication by the correct route</li></ul> |

## **POLICY STATEMENT**

If a student requires medication, Monivae College encourages parents to arrange for the medication to be taken outside of school hours. However, Monivae College understands that students may need to take medication at school or school activities. To support students to do so safely, Monivae College will follow the procedures set out in this policy.

### **1. Authority to Administer**

- 1.1. If a student needs to take medication while at school, in residential facilities or at a school activity, parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- 1.2. In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- 1.3. If advice cannot be provided by a student's medical/health practitioner, the Principal may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- 1.4. The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration.
- 1.5. Parents/carers can contact Reception at [reception@monivae.vic.edu.au](mailto:reception@monivae.vic.edu.au) for a Medication Authority Form, or the Director of Boarding at [mshannon@monivae.vic.edu.au](mailto:mshannon@monivae.vic.edu.au)

### **2. Administering Medication**

- 2.1. Any medication brought to school by a student needs to be clearly labelled with a pharmacy label and/or include the following information:
  - student name
  - strength and description of the medication
  - dose and route of administration (may include the duration of therapy)
  - correct storage information, expiry date and batch number
  - initials / logo of the pharmacist taking responsibility
  - time the medication is to be taken
  - any other relevant directions for use, e.g. whether the medication is to be taken with food
- 2.2. Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.
- 2.3. If a student needs to take medication at school or a school activity, the principal (or their nominee) will ensure that:
  - 2.3.1. Medication is administered to the student in accordance with the Medication Authority Form so that:
    - the student receives their correct medication
    - in the proper dose
    - via the correct method (for example, inhaled or orally)
    - at the correct time of day.
  - 2.3.2. A medication administration log is kept of medicine administered to a student.
  - 2.3.3. Where possible, two staff members will supervise the administration of medication.

- 2.3.4. The teacher in charge of a student at the time their medication is required to:
- be informed that the student needs to receive their medication and
  - if necessary, release the student from class to obtain their medication.

### **3. Refusal to Take Medication**

- 3.1. The school has a duty to reasonably facilitate the taking of medication, in circumstances where a student refuses to take the medication, the school will not force compliance unless the immediate health or safety of the student is at risk. Parents/carers will be informed of the student's refusal at the earliest possible opportunity.

### **4. Self-Administration**

- 4.1. In many cases it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.
- 4.2. If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

### **5. Storing Medication**

- 5.1. The Principal (or their nominee) will put in place arrangements so that medication is stored:
- securely to minimise risk to others
  - in a place only accessible by staff who are responsible for administering the medication
  - away from a classroom (unless quick access is required)
  - away from first aid kits
  - according to packet instructions, particularly in relation to temperature.
- 5.2. For most students, Monivae College will store student medication in the back of reception area.
- 5.3. For boarding students, Monivae College will store student medication in the following areas:
- Girls Boarding -
  - Boys Boarding -
- 5.4. The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:
- that the student's medication should be stored securely in the student's classroom if quick access might be required; or
  - to allow the student to carry their own medication with them, preferably in the original packaging if the medication does not have special storage requirements, such as refrigeration and doing so does not create potentially unsafe access to the medication by other students.
- 5.5. Except in long-term continuous care arrangements, the quantity of medication available should not exceed a week's supply.

### **6. Warning**

- 6.1. In accordance with CECV and Department of Education policy Monivae College will not:
- store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.

- allow students to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

## 7. Changes to Prescribed Medication

7.1. From time-to-time changes will be made to student's medication and the school is not formally informed. Parents/carers have a responsibility to inform the school of any changes of medication in writing confirming all the required details as outlined above.

## 8. Completion of Administration

8.1. At the completion of the school's agreement to administer medication, any residual medication & all empty containers / packets must be collected by the parent/carer at their earliest convenience. The school may dispose of empty containers / packets only upon verbal authorisation from the parent/carer.

## 9. Medication Error

If a student takes medication incorrectly, staff will endeavour to:

| Step | Action   |
|------|--|
| 1.   | If required, follow medication first aid procedures outlined in the <ul style="list-style-type: none"> <li>• student health support plan, or</li> <li>• anaphylaxis management plan</li> </ul> |
| 2.   | Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.  |
| 3.   | Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.  |
| 4.   | Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.  |
| 5.   | Review medication management procedures at the school in light of the incident.  |

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

## 10. Communication and Responsibilities

10.1. The school will:

- advise staff, students and parents/carers about this Policy;
- advise parents/carers e.g. via the school's website, newsletter or with school enrolment form that the Medication Authority form, needs to be completed by the parent/carer and their child's medical practitioner for students requiring routine, short term or emergency medications. Hardcopies are available:
  - at the beginning of the school year;
  - on enrolment; and
  - when required (changed medication, newly prescribed medication)
- if advised by the parents/carers that the medication is no longer required and / or there is a change in medication dose or time etc. contact the parents/carers (not via the student) for disposal arrangements; or discuss the medication changes;
- ensure staff (including casual relief teachers, boarding supervisors etc) are aware of all students they supervise who require the administration of medication and

- where possible, are fully aware of warning signs, triggers and emergency responses for health conditions requiring medication;
- ensure safe hygiene practices are carried out in the preparation and giving of medications; and
  - ensure procedures incorporate privacy, safety and security considerations for students approved to self-administer medication and/or self-manage a health condition, are followed.

## GOVERNANCE

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|---------------------|--|
| Associated policies | Asthma Policy<br>Anaphylaxis Policy<br>Diabetes Policy<br>Duty of Care Policy<br>First Aid for Students and Staff Policy<br>Health Care Needs Policy |
| Associated forms    | Medication Authority Form<br>Medication Administration Log   |
| Related Legislation | Education and Training Reform Act 2006 (Vic.)<br>Privacy Act 1988 (Cth)<br>Occupational Health and Safety Act 2004 (Vic.)                            |
| Category            | Operational  |
| Approval            | School Leadership Team<br>17.11.2021   |
| Policy Owner        | Compliance and Risk Manager  |
| Date Effective      | 18.11.2021   |
| Review Date         | 2026 (5 years from effective date)   |
| Version             | 1.1  |
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