Thomas Carr College

Administration of Medication to Students Guidelines

Thomas Carr 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 (MACS).

Purpose

Thomas Carr College seeks to provide, as far as practicable, a safe and supportive environment for all of its students. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students require the administration of medication at school, Thomas Carr College requires parents/guardians/carers to provide relevant information to enable it to carry out duty of care obligations. Thomas Carr College will implement the following procedures for the administration of medication to students which protect student safety, privacy and confidentiality.

Scope

These guidelines apply to:

- all staff, including casual relief staff and volunteers
- all students who require the administration of medication
- parents/guardians/carers of students who require the administration of medication.

Procedures

As reflected in the school's enrolment agreement, parents/guardians/carers are required to provide the school with up-to-date medical information to enable the school to carry out its duty of care. Parents/guardians/carers are responsible for the provision of a medical authority, as described below, which references the medication to be administered in accordance with these guidelines. The school is responsible for administration of medication in accordance with the relevant medication authority and these guidelines. In implementing the guidelines, the school will prioritise student safety, privacy and confidentiality.

Medication authority

Medication (other than medication to treat asthma or anaphylaxis which is not restricted and provided for in the First Aid Policy and Anaphylaxis Policy) may only be administered to students in accordance with a written medication authority provided by a registered health practitioner.

A medication authority should be accompanied by written advice covering the need for the medication, prescribed dosage, method and timing for administering the medication. This should be provided in conjunction with the original container and label outlining instructions for the medication, as well as relevant storage instructions, particularly regarding temperature.

Storing medication

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 in accordance with the student's health care needs.

Note: 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.

Administering medication to students

Where students require that medication be administered to them, the school will first explore with parents/guardians/carers whether they may administer the medication outside the school day, rather than have staff administer the medication at school.

In case of allergic reaction, the first dose of any required medication should not be taken at school but rather under the supervision of a parent/guardian/carer or health professional.

In instances where medication is to be administered to students by staff at school, this will occur only:

- where a medication authority has been provided including all necessary information
- under the authority of the principal
- where the medication has been appropriately stored
- in accordance with applicable instructions regarding the dosage, the method and the timing of administration of the medication and its expiry date, as recorded on the original label provided with the original container for the medication
- where provided to the prescribed student
- where the administration is recorded in a medication log, maintained by the school, which records the name of the student, the name of two staff members present to administer the medication, the date and time of administration, the medication administered and the dosage.

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. 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.

Students self-administering medication

The school 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.

A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:

- this has been approved by the principal, after considering also the safety of other students
- it is in accordance with written permission provided by a registered health practitioner
- the medication does not have particular storage requirements that prevent it.

Where an error occurs

Where an error occurs in relation to the incorrect administration or self-administration of medication, staff need to take the following steps in response:

- administer first aid as required
- call the Poisons Information Line (13 11 26) and ambulance (000) as required
- notify the parents/guardians/carers of the error and what has been done following the error
- review the school's procedures, as appropriate
- contact their regional office and advise the regional general manager of the incident.