

Policy Name:	HSP Medication Administration
Document Number:	HSP 13.14.01
Approved by:	Academic Director
Last Approval Date:	August 2022
Review Date:	August 2024
Audience:	Charlton Brown Staff, Student and Community
Contact Officer:	Welfare Officer
Related Documents:	Records Management Attendance Recording & Management Student Code of Conduct Standard Terms and Agreement Request to Administer Medication
Legislation:	OAIC Guide on Privacy Obligations and Children and Young People Australasian Society of Clinical Immunology and Allergy Action Plans Asthma Australia Action Plan Diabetes Queensland – Diabetes Action and Management Plans for Students with Diabetes

1. Policy

Charlton Brown College is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending college.

In order to ensure that students have this access to a reasonable standard of support, a request for college staff to administer medication during college hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at college is necessary.

Charlton Brown College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at college.

2. Policy Statement

In the event that it is necessary to administer medication to a student, it is our policy that:

- Staff do not administer minor analgesics such as paracetamol to students without authorisation from the student’s parent/carer
- Prescribed medication will only be administered where a student’s parent/carer has provided written permission to the College (**Refer Request to Administer Medication Form HSP 13.14.02**)
- Parents/carers are responsible for keeping the College updated if their child’s requirements for prescription medication changes
- Parents/carers are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- Students must not carry medications **unless there is a written agreement between the College and the student’s parents/carers** that this is a planned part of the student’s individual health care plan
- Where it is appropriate and safe to do so, students can self-administer prescription medication **under staff supervision**
- The College provides appropriate first aid facilities
- The College ensures that teaching staff have appropriate first aid training.

3. Documentation and Records

In the case of all routine and emergency medication, both prescription and non-prescription, Charlton Brown College requires parents/carers to provide documentation of the medication required to be administered at the college from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, Charlton Brown College also requires documentation from parents/carers requesting the college to administer the medication.

In all cases, the medication must be provided to the college in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Charlton Brown College requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

Charlton Brown College will keep the following records as may be required by legislation from time to time:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the college
- Documentation of the administration of the medication
- Individual Health Care Plans, Action Plans, or emergency plans, as required.

Charlton Brown College will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, within the framework provided by the [Australian Privacy Principles](#).

4. Parent/Carer Responsibilities

At Charlton Brown College parents/carers have a responsibility to:

- Act in line with this Policy.
- Submit the appropriate documentation when requesting the college to administer medication to their child.
- Submit any other medical information or records required by the college to administer medication to their child; and
- Ensure that the medication provided to the college to administer to their child is within its expiry date

5. Student Individual Health Care Plans

(Including medical conditions such as Epilepsy, Diabetes, Asthma and Anaphylaxis) (IHCP developed in consultation with student GP)

An Individual Health Care Plan will be developed for each student who is required to take prescription medication during college hours. The plan specifies agreed arrangements for supply, administration, and storage of the prescribed medication.

Individual Health Care Plans are stored appropriately and updated regularly. Individual Health Care Plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's Individual Health Care Plan and the College must inform parents/carers as soon as possible if concerns regarding a student's health care arise.

6. Self-administration

Where it is appropriate and safe to do so, students can self-administer some prescription medication in the following circumstances:

- The parents/carers have confirmed with the college that the student can carry their own medication at all times safely and securely.
- The student is able to demonstrate practices of secure storage of their medication (in accordance with their Individual Health Care Plan or Action Plan).
- The student keeps their medication in-date.
- Staff are aware of students who are carrying and self-administering medication.
- Staff who supervise the student are familiar with their warning signs (in accordance with their Individual Health Care Plan or Action Plan) and are trained to administer their emergency medication if the student is unable to do so.

7. Staff Administration

The college must ensure reasonable care is taken to minimise harm to students when administering medications to students.

Where prescription medication is administered by staff:

- A staff member with first aid training should be primarily responsible for administering the medication.
- If administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way.
- In all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/carer.
- The staff member must record the student's name, medication, and dosage in the Medication Administration Register and sign their name.

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

- Correct and effective infection Control Guidelines are followed i.e., hand washing, disposable cups used for administration of medication.
- a two-person check is undertaken, when possible, e.g., administration of insulin following blood glucose level reading.
- The **Six 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).

7.1 The Six Rights of Medication Administration

Right Student

- Ask the student their first and last name
- Does the order match the student?

Right Medication

- Does the medication label match the order?
- Be vigilant with lookalike, sound alike medications and other students' medications

Right Dose

- Does the strength and dosage match the order?
- Is it quarter, half, whole, or multiple tablets?

Right Time

- Does the administration time match the order?

Right Route

- Does this route match the order?
- Can this be crushed or mixed with other substances?

Right Documentation

- Document immediately after the medication is administered
- Ensure the documentation is accurate and legible

7.2 Storage of Medication

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances, prescribed medication must be stored safely, and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage, and frequency of the dosage.

7.3 Emergency Care

The College will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's Individual Health Care Plan.

It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate individual health plan.

7.4 Staff Responsibilities

Staff are responsible for:

- Having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan

- Being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times
- Working with other staff and professionals, in consultation with parents/carers to ensure the safety of student with specific health needs
- Notifying the Principal/Executive Leadership Team and inform parents/carers as soon as possible of concerns regarding management of the student’s individual health care

7.5 Implementation

This policy is implemented through a combination of:

- Staff training and supervision
- Maintenance of student medical records
- Effective incident notification procedures
- Effective communication procedures with the students’ parent/carers and the students themselves
- Initiation of corrective actions where necessary

7.6 Homestays

The College recognises that on occasion, the Parents/carers may not be available to collect the student and sign for medication.

In these circumstances, the Welfare Officer will liaise with the Academic Director to determine the most appropriate course of action.

Any actions taken will be documented and signed by both the Welfare officer and the Academic Director as completed

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed August 2022
1.0	Academic Director	August 2022	August 2022	New policy approved