



**Catholic
Ladies' College**

Medication Administration Policy

CATHOLIC LADIES' COLLEGE LTD
MARY AIKENHEAD MINISTRIES IN
THE TRADITION OF THE SISTERS
OF CHARITY

19 DIAMOND STREET
ELTHAM VIC 3095

03 9439 4077 /T
03 9431 1157 /F
WWW.CLC.VIC.EDU.AU
ABN 44 058 164 891



Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Medication Administration Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Administration of Medication

From time to time it may be necessary for medication to be administered to students during college hours, or whilst on excursions, in order to keep them safe.

Catholic Ladies' College Policy

This policy should be read in conjunction with the **Asthma and Anaphylactic Shock Management** policies. 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 the written 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;
- Parents/carers are responsible for keeping the college updated if the requirement for prescription medication changes;
- Parents/carers are responsible for providing the prescribed medication and to collaborate with the college in working out arrangements for supply, administration and storage of the prescribed medication;
- Where students may require injections, their parents/carers are required to meet with the Deputy Principal Student Wellbeing and First Aid Manager to discuss the matter.
- 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 health plan;
- Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision;
- The college shall provide appropriate first aid facilities; and
- The college shall employ a college First Aid manager with appropriate training, to administer first aid and medication, and ensure that teaching staff have appropriate first aid training.

Procedure

The following safety procedures shall be followed when dealing with the administration of medication:

- All requests for students to be administered prescribed medications whilst at school must be in writing on the form provided and directed to the College Student Receptionist.
- The Deputy Principal Student Wellbeing may request a meeting with parent/s to confirm details of the request and to outline College staff responsibilities.
- All requests for the administration of prescribed medications must be supported by specific written instruction from a medical practitioner or pharmacist, including the name of the student, dosage and time to be administered (the original medications bottle or container should provide this information).

- Parents are to provide their daughter's medication in original and labelled containers/ bottles/packaging.
- Parents are responsible for ensuring that any medication that is to be stored by the College for their daughter is within the expiry date and is replaced before the expiry date falls due.
- Parents are expected to inform the College if there is any change in their daughter's medication needs.

All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential medication register maintained by the First Aid Manager. This information will be accessible by those designated staff who will be required to provide medication to students.

School Camps and Excursions

Where students who require medication to be administered will be participating in school camps or excursions, the 'Teacher in Charge' will obtain a copy of the student's health plan from the First Aid Manager as well as any medication required.

The First Aid manager will provide any necessary instructions and training to enable the designated teacher to administer the medication. The First Aid manager will also provide appropriate storage (eg an esky) for the medication.

Maintenance and Medical Records

Parents are requested to notify the college of all medical conditions that may require the administration of prescription medication during college hours, and any changes to the information provided.

Student medical records are maintained in accordance with our **Student Medical Records Policy** which includes a provision to ensure that Catholic Ladies' College is regularly updated as to the status of existing medical conditions.

Parent/ Carer Responsibilities

Parents of students who require prescribed medication to be administered during college hours must notify the college of this requirement and collaborate with the college in working out arrangements for supply, administration and storage of the prescribed medication.

Student Health Care and Medication Register

A health plan should be developed for each student who is required to take prescription medication during college hours. The plan should specify agreed arrangements for supply, administration and storage of the prescribed medication.

In addition the First Aid Manager shall maintain a Medication register which contains the details provided by parents/carers with the name of the medication, dosage quantities and times of administering.

The health plan and contents of the Medication register shall be stored confidentially and updated regularly. It shall be communicated to relevant staff in a confidential manner.

Each staff member shall fulfil their agreed roles as documented in a student's individual health plan and the college shall inform parents as soon as possible of concerns regarding a student's health care arise.

Self-Administration

Where it is appropriate and safe to do so students should self-administer prescription medication under staff supervision.

Staff Administration

Where prescription medication is administered by staff:

- The act of administering the medication should be undertaken in the office of the college nurse, if possible;
- The college nurse, or another staff member with first aid training, should be primarily responsible for administering the medication;

- Two staff members should be present when medication is administered, one with primary responsibility and one as an observer;
- The staff member with primary responsibility shall select the student's medication and appropriate dosage;
- The observer is responsible for confirming the name on the packaging and that the correct medication dosage is to be given to the student;
- The staff member with primary responsibility should record the student's name, medication and dosage in the Medication Administer Book and sign their name; and
- The observer should witness the entry confirming the fact that the appropriate medication and dosage have been given to the right student.

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 (Refer to our **Asthma Management Policy**) and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication with the required documentation will be stored in the designated First Aid storage area (which has a refrigerator). 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.

In certain circumstances it may be necessary to count tablets, and record the information, at the time that the medication is received.

Note Regarding 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 health plan (Refer to our **Anaphylactic Shock Management Policy**).

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 health plan. (Refer to our **Accident Management Policy**).

Worker's Responsibility

Catholic Ladies' College workers are responsible to ensure that they:

- Have 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 health plan.
- Are familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times.
- Work with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs.
- Notify the principal and inform parents/carers as soon as possible of concerns regarding management of the student's healthcare.

Implementation

This Policy is implemented through a combination of:

- Staff training and supervision
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/carers and the students themselves; and
- Initiation of corrective actions where necessary.

Related Policies

Accident Management
Anaphylactic Shock Management Policy
Asthma Management Policy
First Aid Policy