

STUDENT MEDICATION PROCEDURES & POLICY

RATIONALE:

From time to time students may need to take medication during the school day. The purpose of this document is to describe the guidelines for the administration of medication to students at St Mary's College, considering the duty of care owed to the students and staff of St Mary's and our partner schools and the age of the students (primary or secondary level). These guidelines apply during normal school hours and during school activities conducted outside of normal school hours.

Policy:

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 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;
- Students must not carry medications unless there is agreement between the college and the student's parents/carers;
- Where it is appropriate and safe to do so students in years 5 to 12 should self-administer prescription medication under staff supervision;
- The college shall ensure appropriate access to first aid facilities located within each partner school; and
- The college shall ensure access to a partner school College Nurse (excluding Wantirna South campus) and ensure that teaching staff have appropriate first aid training.
- The College shall ensure access students at Wantirna South have access to appropriately trained staff first aid staff (see Wantirna South First Aid Treatment Policy).

Procedure:

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

Maintenance of Medical Records

Parents are requested to notify the college of all medical conditions that may require the administration of prescription medication during college hours.

Student medical records are maintained in accordance with our Student Medical Records Policy which includes a provision to ensure that St Mary's College and our partner schools are 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.

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Campuses: Wantirna South, Dandenong, Ringwood, South Morang and Sunbury

Student Plan (Medication)

A Plan should be developed for each student who is required to take regular prescription medication during college hours. The plan should specify agreed arrangements for supply, administration and storage of the prescribed medication. The medication plan shall be stored appropriately and updated regularly. It shall be communicated to relevant staff of both schools in a confidential manner. Each staff member shall fulfil their agreed roles as documented in a student's PSG minutes or on a medication administration template uploaded to Caremonkey and SIMON and the college shall inform parents as soon as possible of concerns regarding a student's health care should they arise.

Self Administration

Where it is appropriate and safe to do so year 5 to 12 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;
- When the College Nurse is unavailable, 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 from the locked medication cupboard;
- 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 a Health Centre Log book as used by the partner school trained staff 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 diabetes and 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 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.

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 action 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 action or health plan.

Staff Responsibility

St Mary's College staff 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 plan.

- Are familiar with the medical records and individual plans of students in their care, respecting the confidential nature of the information at all times.
- Work with other staff and professionals from the partner schools and externally accessed allied health providers, in consultation with parents/carers to ensure the safety of students with specific health needs.
- Notify the Principal or a College Leadership member and inform parents/carers as soon as possible of serious concerns regarding management of the student's health care.

Implementation

This policy is implemented through a combination of:

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

Status of Document	
Written by: Principal	28 January 2020
Approved by: College Board	April 2020
Post Implementation Review:	April 2021
Next Approval: College Board	January 2024