



ST PATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.18

Student Medication

Version 5: 21 January 2014
Ratified by Board of Directors: Feb 2014
Review Date: Feb 2017





INTRODUCTION

This policy outlines the roles and procedures that are in place within St Patrick's Technical College for the management and administration of prescribed and non-prescribed medication to students.

POLICY

St Patrick's Technical College places a high priority on the health and wellbeing of students. It is important therefore to ensure that students with known medical conditions are managed appropriately. St Patrick's Technical College will:-

- Work with parents¹, staff and students in the process of managing a student's medication requirements on a daily basis
- Follow established Work Health and Safety (WHS) guidelines as well as Local, State and Federal legislation regarding the administration of prescribed and non-prescribed drugs to students.
- Ensure that staff are trained in the management and administration of student medication and that parents¹ are informed in every step of the process.
- Minimise the risks involved with administration of prescribed and non-prescribed drugs in the College environment.

GUIDELINES

Role of the College Board

- Support the Principal in establishing clear procedures for managing and administering student medication in the College environment.
- Review the policy and procedures as required.

Role of the Principal

- Ensure that the Student Medication Policy and Procedures are implemented.
- Provide opportunities for the staff to access training in the administration of medication to students.
- Work with Senior Management and First Aid Officers to ensure that procedures are consistent across the College.

Role of Senior Management

- Ensure that relevant information is sent home to parents¹ regarding the administration of prescribed and non-prescribed medication to students.
- Provide opportunities for staff professional development on handling prescribed and non-prescribed medication in the College environment.
- Keep the Principal informed about any medication.
- Follow all procedures as stated.

Role of the Senior First Aid Officer



- Follow all College Procedures in relation to the management and administration of student medication.
- Consult with parents¹ regarding their child's medical condition and medication requirements.
- Maintain student and parent¹ confidentiality with regard to all medical information obtained in consultation or in writing.
- Keep parents¹ informed about ongoing management and administration of their child's medication.
- Follow all procedures as stated.

Role of Parents¹

- Follow all College Procedures in relation to the management and administration of student medication.
- Provide the College with relevant details of student's health requirements and consult with the College Senior First Aid Officer as need arises.
- Obtain written authorisation from the prescribing Medical Practitioner.
- Provide the College authorised First Aid personnel with medication their child requires as well as appropriate information for each drug including the student's name, the name of the drug, dosage amount, route of administration, the time interval of the dose, and the name of the prescribing licensed healthcare provider.

Role of Students

- Comply with any Health Care Plan as agreed upon by the College Senior First Aid Officer and the student's parents¹.
- Notify the College Senior First Aid Officer of any unusual side effects whilst taking medication.
- Refrain from sharing any non-prescribed medication with other students.

PRESCRIBED DRUGS

Many students will at some time need to take medication during the College day.

Most students will require only short-term medications for treatment of common conditions such as infections and pain relief. Some students will require ongoing medication for chronic conditions such as asthma, diabetes and epilepsy.

Effective and responsible management of prescribed or non-prescribed drugs at St Patrick's Technical College will be facilitated by open communication and cooperation with parents¹, College staff and health practitioners.

Any student with a known medical condition is to have the medical condition recorded on the student's file together with any medication and treatment required to manage the condition.

CONFIDENTIALITY



Confidentiality is a central issue in establishing who has a need to know students' medical details. Concern for students' rights to privacy requires that their health needs be discussed with understanding and sensitivity.

There is no requirement for parents¹ to disclose information, except where a student's medical condition may pose a risk to the health and safety of any other person in the College. However, in most cases they will do so if they feel safe in the knowledge that the privacy of the student and the student's family will be respected and maintained on a need to know basis.

THE ROLE OF DESIGNATED STAFF MEMBERS

The administration of medication in St Patrick's Technical College needs to be informed, monitored and documented. Regulations under the *Controlled Substances Act 1984* require that the administration of prescribed drugs be carried out in accordance with the instructions of the prescribing medical practitioner.

These instructions should outline the name, strength and dose of the drug and the route and frequency of administration.

Staff may be requested by parents¹ to supervise or administer a student's medication during College hours to facilitate the student's attendance at College.

College staff shall only administer or supervise such treatment as oral medication, asthma puffers and dry powder inhalants, unless they are qualified to administer other medication or treatment procedures. Staff are neither required nor expected to give medication for which they do not have adequate information and/or the required professional qualifications or skills.

In emergency situations an ambulance will be called.

The College shall ensure that all staff obtain and regularly update the *Emergency First Aid, Senior First Aid* or *First Aid in Centres & Schools* qualification, which enables them to provide emergency care and medication to any person in crisis.

COLLEGE MEDICATION ADMINISTRATION

The College Senior First Aid Officer shall administer medication safely and effectively under the following minimal guidelines:

- Procedures outlined in College policies are strictly followed.
- Information on any medication container includes the student's name, the name of the drug, dosage amount, route of administration, the time interval of the dose, and the name of the prescribing licensed healthcare provider.
- The parent¹ has requested in writing that the medication be administered at College.
- Medications are stored in a locked cabinet accessible only to authorised personnel.



- Procedures are in place for receiving, administration of and accountability for all medications in the College setting. Where practical, the medication is delivered personally to the responsible staff member, as a courtesy handover of responsibility from one carer to another.
- A medication administration register is kept to enter the date, time and dosage of the medication given, and that these details are entered by the staff member at the time of administration.

The implementation of appropriate guidelines will assist the College Senior First Aid Officer in meeting the responsibility to foster the protection of the health, safety, and welfare of the students, College personnel, and general public during the administration of medications in the College setting.

LONG TERM MEDICATION

For a student with a defined medical condition which requires long term medication and the possibility of specific emergency treatment, it is recommended that an individual Student Personal Health Care Plan be developed with the parents, doctor, Principal or any other agency deemed necessary in the Child's ongoing care. The action plan would supply essential medical information, identify procedures to ensure swift responses to emergencies and provide information to help monitor the student's health and reassessment procedures.

Staff would be given access to the Student Personal Health Care Plan on a need-to-know basis.

EMERGENCY FIRST AID MEDICATION

All first aid assistance needs to be documented in the College's *Injury / Incident / Near Miss Report* and the child's parent¹ informed of the medication and/or treatment given. Emergency medication for specific conditions may require the College to arrange for specific staff to obtain training resulting in the appropriate credentials.

SELF-ADMINISTRATION BY STUDENTS

Some students may, upon parental request and with the advice of the doctor, carry and self-administer medication such as asthma puffers and dry powder inhalants which are safe to manage and which, to be most effective, need to be taken at the first signs of stress.

NON-PRESCRIBED DRUGS

The College will not administer any non-prescribed drug. The practice of allowing students to carry these drugs is discouraged.

MONITORING THE EFFECTS OF MEDICATION

Staff cannot be expected to monitor the effects of medication. However, if an unexpected response to medication is observed, staff should apply standard first aid emergency procedures.



STORAGE OF MEDICATION

In accordance with general Work Health and Safety (WHS) requirements, the College will ensure that all drugs are kept in secure locations and that records of all stored drugs are kept by designated Staff.

Students should be supervised when taking stimulant medication.

RELATED POLICIES

- *5.1 - Pastoral Care*
- *5.4 - Duty of Care / Health, Safety and Welfare*
- *Work Health & Safety**
- *First Aid**
- *WHS Induction and Training**

** Catholic Safety Health and Welfare (CSH&W) policy*

ⁱ The term "Parent" as used within the context of this document is to be defined as the primary caregiver and, in accordance with such usage, may be—in singular or plural—the birth parent, adoptive parent, legal guardian, foster parent, or caregiver. It is assumed, unless advised otherwise, that the person(s) who have the primary care of the child also have the authority to speak on their behalf regarding health care and medication.