

ADMINISTRATION OF MEDICATION POLICY

PURPOSE

To explain to parents/carers, students and staff the processes Monash Children's Hospital School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

Please note that **no medication** should be administered to students by MCHS staff whilst students are an inpatient at Monash Children's Hospital. This is a Monash Children's Hospital (MCH) responsibility and the patient/student's medical care and treatment in addition to the administering of medication **is not** the responsibility of MCHS whilst they are inpatients at hospital.

POLICY FOR INPATIENT PROGRAM

Monash Children's Hospital School is a school that operates on-site at Monash Children's Hospital, and as such, the First Aid Policy, including the administration of medication, must comply with Monash Children's Hospital's policy.

Medication

It is the responsibility of Monash Children's Hospital to follow Monash Health and Monash Children's Hospital medication administration guidelines that are also part of the National Safety and Quality Health Service (NSQHS) Standards: Medication Safety, Comprehensive Care and Communicating for Safety.

Authority to administer



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If a student needs to take medication while at MCHS or at a MCHS activity it will be administered by MCH medical/health staff as part of the patient's treatment plan.

Administering medication

As above, the administering of medications is the responsibility of Monash Children's Hospital

Storing medication

The storing of medications is the responsibility of Monash Children's Hospital. No medications will be stored at MCHS.

In the case of an emergency, MCHS staff should inform the nurse in attendance, alert nursing staff through the use of the Staff Assist or Emergency Buttons located within a patient's room or activity room or **phone 999 and state Code Blue and then advise situation and location.**

At no time will Monash Children's Hospital School (MCHS) staff administer medication to a student that is an inpatient at Monash Children's Hospital; however, in an emergency they may need to administer basic first aid treatment while waiting for the medical team to arrive from within the hospital. When the Monash Children's Hospital Treating Team arrive the MCHS staff member will assist as requested by the medical team.

POLICY FOR COMMUNITY OUTREACH PROGRAMS

This policy applies to students attending teaching sessions whilst outpatients of Monash Children's Hospital, eg ARC or Wellness and Recovery Centre.

From time to time Monash Children's Hospital School staff might need to administer medication to students at school at our outreach programs.

If a student requires medication, Monash Children's Hospital School encourages parents to arrange for the medication to be taken outside of school hours. However, Monash Children's Hospital School understands that students may need to take medication at school or school activities. To support students to do so safely, Monash Children's Hospital School will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:



- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the Business Manager for a Medication Authority Form.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:



- the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
 3. Where possible, two staff members will supervise the administration of medication.
 4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The Principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Monash Children's Hospital School will store student medication at the office. The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - the medication does not have special storage requirements, such as refrigeration



- doing so does not create potentially unsafe access to the medication by other students.

Warning

Monash Children's Hospital School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

COMMUNICATION

This policy will be communicated to our school community in the following ways :

- Included in staff induction processes
- Available publicly on our school's website



FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

Our School policies and documents:

- Refer to '2021 MCHS Anaphylaxis Policy'
- Refer to '2021 MCHS Asthma Policy'
- Refer to '2021 MCHS Duty of Care Policy'
- Refer to '2021 MCHS Health Care Needs Policy'

POLICY REVIEW AND APPROVAL

Policy last reviewed	10 August 2021
Approved by	Principal
Next scheduled review date	August 2024

