**Medical Administration Policy**

Font: Calibri

Font Size: 11

Spacing: 1.15

**1.0 Statement of Context & Purpose**

To ensure safe storage and administration of medication correctly. There may be instances when

students are required to take prescribed medication during school hours. This could be on-going

such as insulin for diabetes, Ventolin for Asthma, or short-term medication such as a course of

antibiotics.

A small amount of medication will be retained on-site under the supervision of the College Nurses

for use by staff and students when required. This medication will only be administered in

accordance with this policy.

**2.0 Target Audience**

- Parents/Guardians

- Nurses

- Teachers

**3.0 Implementation**

**Parents/Guardians, Teachers, Nurses**

1. Parents/Guardians who requested for their child to have a one-off medication such as Paracetamol, Antihistamine and Anti Inflammatory must give verbal consent over the phone, or written consent by providing the College with a letter or note in their child’s diary to the Teacher.

2. All medications must be passed onto the Nurses by the Teacher/Parents/Guardians for safe storage and administration.

3. One of the Nurses will contact the Parents/Guardians to confirm the dosage, time, frequency, and duration of the medication to be administered.

4. Ongoing prescribed medications for a medical condition or antibiotics must be supplied in its original container, clearly labelled with the student’s name, dosage, frequency and not expired.

5. Medication not in original container will not be accepted by the school and will be returned to the parents/ guardians.

6. Prescribed medication taken daily, or medication supplied from home: Parents/Guardians must provide a Medication Authority Form and/or a letter completed by the student’s Heath Practitioner.

7. If possible, parents/guardians are encouraged to consider whether they can administer medication outside the College hours, such as before and after college and before bed.

8. In cases where children have difficulty swallowing medication, parents are strongly advised to provide the nurses with a substance such as juice or jelly/jam to assist with administration.

**Teachers**

1. Teachers in charge of students requiring medications need to be aware of the timing and release the student from the class to obtain their medication from the First Aid room.

2. Teachers are allowed to supervise the student taking their prescribed medication while they are out on excursion or camps according to the administration instructions given to them by the Nurses.

3. While out on excursion and camps, Teachers are allowed to administer prescribed medications such as Zrytec, Ventolin and Adrenaline Autoinjector as per the student’s Allery/Asthma/Anaphylaxis plan.

**Nurses**

**Medication provided from home.**

1. The Nurse will enter the medication and dosage details onto the student’s Synergetic record.

2. Medications requiring refrigeration will be kept in the First Aid Room fridge. Fridge temperature are checked weekly and recorded by a Nurse.

3. All medications kept in the First Aid department for individual students are packed individually and clearly labelled by the Nurses. Expiry dates of the student’s medications are checked and recorded on the first day of each month.

4. The Nurses will contact the parents/guardians if any medication is expired or expiring to replace the medication either by phone calls or sent letters home with students.

**Medication retained in stock.**

1.The College keeps stock of Paracetamol tablets and liquid, Anti-histamine tablets and liquid, Ibuprofen tablets and liquid, Gaviscon, and several other over-the-counter medications.

Note: Care to be taken when administering Ibuprofen to those students with a diagnosis of Asthma.

2. The College has Asthma and Anaphylaxis Emergency Kits, and Adrenaline Auto-injectors for general use. All other medications required outside of the once the college stores in the First Aid Room must be provided by the parent/guardian.

3. The Nurses will check stock levels monthly to ensure there is sufficient stock and replace as required. Expiry dates of all stock medications, including Adrenaline Auto-injectors and Ventolin, are checked and recorded on a monthly basis.

4. Feminine hygiene products are stored in the First Aid Room and can be issued on emergency only by the College, as it is the student’s responsibility to ensure that they keep these on hand.

**Consent**

1. The Nurse will not administer non-prescription medication, such as Paracetamol, Antihistamine or Ibuprofen without written or verbal consent from the parent/guardian. This written consent can be given during the enrolment process or in the Confidential Student

Details form that is sent home to parents to complete annually. Verbal consent can be given over phone or in person.

2. Unless written/verbal consent has been obtained, non-prescribed medication such as Paracetamol, will not be administered to any student. If information regarding consent

has not been provided the Nurse will phone and speak to the parent/guardian and receive a consent from them prior to administering medication.

3. Where prior consent has been provided, the Nurse will advise the parent/guardian of the time and dosage administered in writing SMS to the parent/guardian.

**Administering Insulin**

1. Insulin will be administered for/by the diabetic student, as per their individual Action Plan.

2. Insulin provided by the parent/guardian are kept in the First Aid Room fridge. Expiry dates of insulin are checked and recorded on the first day of each month.

3. Students are encouraged to self-administer insulin under the supervision of the Nurse.

4. Students will be monitored for 15-20mins and blood sugar levels checked prior to being released from the First Aid Department.

5. Records of blood sugar level reading, date and time Insulin was administered will be entered on Synergetic.

6. Where required nurses will educate student about proper insulin administration techniques, hyperglycaemia and hypoglycaemic, and importance of adhering to proper diet.

7. All staff need to have a basic understanding of type 1 diabetes and how to respond in an

emergency. It's recommended that schools use the Diabetes Victoria Diabetes at School online education package that can be accessed by all school staff.

8. For out of school activities such as camps or excursions, responsible staff must undertake appropriate training to develop confidence and competence to provide the treatment prescribed for example insulin administration as per the student’s Diabetes Management

**Plan and Diabetes Action Plan.**

**Administering Ventolin**

1. Students with Asthma will be given Ventolin as per their Asthma Care/Action Plan.

2. Parent/Guardian MUST PROVIDE a Ventolin and Spacer to the Nurse.

3. Emergency Ventolin and Spacers are retained by the College for emergencies with expiry dates checked and recorded on the first day of each month.

4. Students are encouraged to self-administer Ventolin with a spacer under the supervision of the School Nurse.

5. Students having an asthma attack will be monitored for at least 15 minutes or until symptoms resolved prior to being released from the First Aid Department.

6. Education will be given to student by the Nurse if required about the most effective method of administering Ventolin.

7. Records of the date and time Ventolin was administered will be entered on Synergetic.

**4.0 Resources**

1. <https://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

2. Occupational Health and Safety Act 2004 (Vic.),

3. Occupational Health and Safety Regulations 2007 (Vic.),

4. Worksafe Compliance Code – First Aid in the Workplace and the duty of care obligation

that a school has to its students.

5. <https://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>

**5.0 Help for Non-English Speakers**

If you require assistance in understanding this policy, please contact Al-Taqwa College (03) 9269 5000.