



Administration of Medication Policy

P.12

Purpose:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.	
Scope:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: (Version 3)
Authorised by:	Board Chair	Date of Authorisation: 19/5/2021
References:	<ul style="list-style-type: none"> • Education (Accreditation of Non-State Schools) Act 2017 • Administration of medications in school's procedure • Australian Privacy Principles • IF0.11 Administering Medication Form 	
Review Date:	Every year	Next Review Date: 20/7/2022
Policy Owner:	School Board	

Policy Statement

Sinai College is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have this access to a reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Sinai College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

In the case of all routine and emergency medication, both prescription and non-prescription, Sinai College requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner (IF.011 *Administering Medication Form*).

For all non-routine medication, both prescription and non-prescription, Sinai College also requires documentation from parents requesting the school to administer the medication (IF.011 *Administering Medication Form*).

In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Sinai College requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.



Administration of Medication Policy

P.12

Sinai College will keep the following records as outlined in the Sinai College Administration of Medication Procedure:

- IF.011 *Administering Medication Form* – which meets the following requirements:
 - Requests from medical practitioners and/or parents to administer medication
 - Register of Medication in and out of the school
 - Log of the administration of the medication
- Individual student health, Action or Emergency Plans, as required

Sinai College will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principle*.

Administering medication

Sinai College follows the “Five Rights” of medication administration as outlined in the Sinai College Administration of Medication Procedure:

- Right person
- Right drug
- Right dose
- Right time
- Right route

Storing medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Sinai College Administration of Medication Procedure.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff, as outlined in the Sinai College Administration of Medication Procedure.

Expired medication

It is the parents’ responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be administered.

Medical Cannabis Management Plan

Individual student health plans are required for the administering Medical Cannabis and a notification to Queensland Health will be done.



Administration of Medication Policy

P.12

Staff Training

Sinai College will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.

Self-administration of medication by students

Self-administration may apply to students who are assessed by their parents and a medical practitioner as capable and approved by the Principal as appropriate.

Definitions

- **Prescription medication** – prescribed by a medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency medication** – administered in the case of an emergency only

Examples may include:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen
- Non-prescription/routine: anti-inflammatories
- Non- prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

Responsibilities

School Responsibilities

Sinai College acknowledges its responsibility to:

- Administer medication to students in line with the *Administration of Medication Policy* P.12 and the Sinai College Administering Medication Procedure to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records (electronic and hard copies)
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan
- Medical Cannabis management plan submitted to Queensland Health



Administration of Medication Policy

P.12

Staff Responsibilities

At Sinai College employees have a responsibility when administering medication to:

- Attend any training required by Sinai College to enable them to safely administer medication
- Administer medication in line with the *Administration of Medication Policy P.12* and the Sinai College Administering Medication Procedure.

Parent Responsibilities

At Sinai College parents have a responsibility to:

- Act in line with the *Administration of Medication Policy P.12* and the Sinai College Administering Medication Procedure
- Submit the appropriate documentation *IF.011 Administering Medication Form* when requesting the school administers medication to their child
- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

Students

At Sinai College students have a responsibility to:

- Act in line with the *Administration of Medication Policy P.12* and the Sinai College Administering Medication Procedure
- Allow employees to safely administer medication to them, including swallowing any oral medication

Compliance

Compliance is the responsibility of each individual staff member and student. Staff and students at Sinai College must ensure they are familiar with the *Administration of Medication Policy P.12* and where applicable, the *Administering Medication Procedure*.

To ensure Sinai College meets its obligations under the *Administration of medication in schools* the *Administering Medication Procedure* has been written to provide detailed instructions on how to apply these legislative requirements at an operational level.

Implementation

Sinai College will implement policies and procedures via the following methods:

- School website will provide access to the most current versions, where applicable
- Relevant Policies / Procedures will be referenced in the Staff Handbook
- Updates on Policies / Procedures will be provided during staff meetings

Additional training (where necessary) will be provided and recorded using the *IF.008 Record of Training Form*. The Sinai College Compliance Register maintains a record of this training for audit and compliance purposes



Administration of Medication Policy

P.12

This document is under version control. Controlled copies are issued electronically. Once printed, this document reverts to an uncontrolled copy. It is the responsibility of individual to ensure that any hardcopies in use are the current version. You should destroy all out-of-date hardcopies.