



# Administration of Medication Procedures Policy

The purpose of this procedure is to ensure that the Lambert School's duty of care is met, with regard to the administration of student medication by staff. This duty of care is a legal requirement to ensure that, in the absence of a parent or legal guardian, the child is given the correct dosage of the correct medication by the correct route (e.g. orally for tablets) at the correct time, according to prescribed instructions. This requires school staff to carefully consider and plan for short- and long-term medication administration in response to the health needs of students, and ensure the safety of children who require support with medication management. Appropriate medication management may also be considered a reasonable adjustment under the Disability Standards for Education (2005).

## Overview

- Staff must ensure that children and young people are safe, supported and receive equitable care.
- Staff must anticipate, plan for and provide health support consistent with Lambert School's duty of care.
- Staff must seek information from the student and parents, when medical and health needs are identified. This is to be provided in the form of medical management plans and medical action plans. Medical Management Plans and Medical Action Plans must be in place for students requiring ongoing medical management.
- Parents must ensure that a Medical Management Plan and/or Medical Action Plan is in place for students requiring ongoing medical management, and that this is communicated to the school.
- Administration of medication must be authorised by a parent or guardian: for non-prescribed medication, parents must complete the Authorisation for Administration of Student Medication Form A – non-prescribed.
- Staff agreeing to administer medication must comply with the principles of duty of care, all relevant legislation, including the Poisons Regulations 2008 (TAS), and the instructions within this Procedure.
- Learning setting staff must comply with the instructions in this Procedure regarding storage and disposal of medications. This includes offsite or out of hours activities, such as excursions and school group travel.

## Roles and Responsibilities

The Principal is to:

- Ensure that the relevant Acts and legislation are adhered to. This includes, but is not limited to, the Tasmanian Poisons Regulations (2008). As well as ensuring that these procedures are adhered to across all learning settings and educational sites as relevant.

Staff are to:

- Ensure that the Department of Education's duty of care to students regarding administration of medication is fulfilled by complying with the instructions in this procedure.

Parents are to:

- Cooperate with staff regarding medical, health care and safety matters.
- Inform the school of any known medical and health needs of the student at enrolment, and as medical/health conditions develop or change.
- Liaise with the student's medical practitioner(s) regarding implications of any health or medical condition on their child's education and communicate this advice and information to the educational setting.
- Ensure that relevant documentation is up to date, including Medical Management Plans, Medical Action Plans, and Administration of Medication authorisation forms.
- Provide medication for administration by the educational setting in a timely way, as agreed by the site manager.

Students are to:

- Comply with appropriate medical instructions and requests from staff, in regard to routine medical care and in the event of an emergency.
- Develop knowledge and skills to manage or assist in the management of their own health care needs as relevant and appropriate.

Process Storage of Medication All medication must be kept locked in a secure place, with the exception of:

- EpiPens, which should be kept on, or with, the student to whom an EpiPen has been prescribed if the student is able to self-administer or if the student has a nominated staff member that is responsible for supervising the student.
- Salbutamol (Ventolin) inhalers, which should be carried by the student, if the student is able to self-administer, or if the student has a nominated staff member that is responsible for supervising the student.
- Self-administered medication must be stored where it cannot be accessed by other students. Exceptions include cases where the student may require immediate access, such as for asthma relief or anaphylaxis, including EpiPens or salbutamol, as above. Requirements for the storage of medications must be followed both when on site, and also when offsite at a school-approved activity, such as an excursion or camp.

## Storage

Drugs and narcotic substances must be stored apart from other goods and medications in an enclosure (e.g. a cupboard or cashbox) that is securely locked. Storage facilities for drugs must remain locked at all times, in order to prevent access by an unauthorised person, except when it is necessary to open the storage to carry out an essential operation (such as medication administration or stocktake). Keys or combinations for these locks must not be accessible to, or known by, unauthorised persons. All medications stored by the school should be counted in and out and recorded at the time of administration and during stocktake Drug Register. A stocktake of Schedule 8 drugs must be kept.

Stocktake of Schedule 8 drugs:

- The school must keep a running total of all Schedule 8 drugs obtained, supplied, or administered. This must occur irrespective of whether such drugs were obtained from a parent/student, wholesaler, pharmacist or on a school order for emergency use
- A stocktake of all Schedule 8 drugs must occur once per term by an authorised member of staff.
- The record must be entered legibly in the DoE Drug Register in ink on the day on which the stock take occurs and be co- signed by a second authorised member of staff.
- A separate page must be used for each kind of Schedule 8 drug, and for each strength (dosage) of the drug.
- No alteration may be made in the register, but any mistake may be corrected by a marginal note or footnote, and initialled and dated.

- The register must be kept on school premises with the drugs of addiction and must be retained for two years from the date of the last entry. The register must be made available for inspection if required.