



Administering Medications Policy, Guidelines and Procedures

POLICY

Purpose

This policy, guidelines and procedures seek to ensure the safe handling, administering, and disposal of medications on the College campus and associated activities in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response.

Scope

This policy, guidelines and procedures apply to Assigned Officers, First Aid and Support Staff and Parent/carers as identified in the **Substance Management Plan (SMP)**.

The administration of medications to students is only to occur when necessary, during school hours or school-related activities, and when there is a medical authorisation for its administration, it is required as an emergency first aid response, or as needed pain relief.

All medications (including topical creams/sprays etc.) to be administered to a student are to be supplied by the parent/carer in its original packaging, have a pharmacy label with the student's name clearly identified, see [Medical authorisation](#), and a completed Administer Medication Form.

To satisfy their legislative obligations under the [Medicines and Poisons \(Medicines\) Regulations 2021 \(Qld\)](#), schools must have a substance management plan (SMP) in place (as outlined in this document) that shows how risks associated with buying, possessing, administering and disposing of medications held at a school are managed.

Determining Staff Capability

The administration of specialised emergency medication varies in complexity and may or may not be within the capability of college staff.

To determine the safest option to manage risks to the student's health, the school should refer to and seek professional medical advice from local doctors or hospital.

All decisions regarding the approach taken by the College would need to consider the willingness and capability of staff members to perform a health care response to a critical incident that goes beyond first aid, e.g. administration of Midazolam, and provide specific online training to all staff when required.

The principal/delegate will determine if the school can safely administer emergency medication considering factors such as the capability, competence and willingness of staff, and the proximity of emergency services.

Where staff have capability and competence, they will administer the student's prescribed emergency medication, when required, according to the student's Action Plan.

When administering emergency medication requires medically trained staff

There are some situations where it may be safer to have professional medically trained staff e.g. paramedics, administer certain specialised emergency medications e.g. glucagon (severe hypoglycemic episode), Solu-Cortef (cortisol medication).

As the College has close access to emergency services (within 2 minutes of Chinchilla Hospital), the principal/delegate may determine it is in the best interest of the student that the specialised emergency medication should be administered by paramedics, or trained health professional, as they have the appropriate training and experience in administering these more complex emergency medications. College staff will consult with local emergency services, jointly plan for an emergency event, and document this in the student's Medical Info in Edumate.

Table of Contents

GUIDELINES	3
Responsibilities	3
Principal/Delegate (Head of School)	3
Assigned Officers	3
First Aid Staff	4
Health Support Staff	4
Parents/Carers	4
Types of Medications	5
Routine medication	5
'As needed' medication	5
Non-emergency medication	5
Emergency medication	5
Emergency first aid medications	6
Over the counter (OTC) medications	6
Medication side effects and errors	8
Side effects	8
Medical errors	8
Responding to and recording medication side effects, errors and incidents	8
Managing Medications	9
Communicating with parents/carers	9
Check forms received from parent/carer/student	9
Prepare and attach appropriate record form and other relevant information	9
Medical authorisation	9
Written medication authorisation	10
If medical authorisation cannot be confirmed	10
Receipt and transport of medications	10
Temperature control	10
Original container and intact packaging	11
Administration of Medications	12
Staff administration	12
Student self-administration	12
Controlled drugs	12
Routine medications	12
Asthma medication	12
Requirements for self-administration	13
Asthma medication	13
Adrenaline auto-injectors	13
Insulin administration	13
Emergency medications (other than for asthma or anaphylaxis)	14
Supervision of students who self-administer their own medication as an emergency response	14
Camps and excursions	15
Storage	16
Disposal	16
PROCEDURES	17
Parent permission to administer medications	17
Receiving medications	17
Administering medication	18
When medication is required as part of an emergency response	18
For a student with health needs, assigned officer or health support staff will:	18
When medication is required as a routine administration	18
When medication is required as-needed for a non-emergency response	18
After administration of medication	18
If side effects, medication errors or adverse reactions occur	19
Student Self-administration	19
Dose administration aids (DAA)	21
Pill-cutters	21
Medication Storage	21
To dispose of medications	21
When medication has been stolen, misused, or diverted from the person to whom it was originally prescribed	21
Record Keeping	22
APPENDICES	23
APPENDIX 1 - Considerations for storage of medications	23
APPENDIX 2 - Approval requirements for self-administration	24
APPENDIX 3 - Risk assessment for determining self-administration	25
APPENDIX 4 - Responding to medication side effects, errors and incidents	26
APPENDIX 5 - Recording actions following medication side effects, errors and incidents	27
APPENDIX 6 - 7 RIGHTS of safe administration of routine medication	28
APPENDIX 7 - Definitions and process for student medical data entry into Edumate	31
APPENDIX 8 – Storing signed documents in Edumate	32

GUIDELINES

The following guidelines for the administration of medications provides best practice advice for the consideration of student's individual needs within the Chinchilla Christian College context.

Responsibilities

Refer to the College's SMP document for allocated staff names.

Principal/Delegate (Head of School)

- develop and maintain the College's SMP that will identify, and record staff involved in the administration of medication to students:
 - assigned officers
 - health support staff
 - staff who are trained to administer emergency first-aid medication (i.e. asthma relievers and adrenaline auto-injectors).

NOTE: The number of staff identified must account for planned and unplanned staff absences.

- make the SMP available to all staff
- communicate school processes to assigned officers and health support staff about safely administering medically authorised medication to students in accordance with all instructions (e.g. pharmacy label/medication order/Action Plan/school processes)
- follow approval processes for students who self-administer their medication as per [Risk Assessment for Determining Self-administration](#).
- have processes in place to ensure assigned officers and health support staff safely receive and store students' medication, and dispose of it when required
- ensure assigned officers and health support staff are trained in administering medications as relevant to their roles
- ensure staff who supervise students are offered emergency first aid training as needed
- ensure documentation, recording and reporting processes are met in relation to the administration of medications
- determine the College's system for storing students' emergency first aid medication so that it remains with the student at all times, and communicate this system to staff and students
- determine and communicate the school's processes to ensure emergencies requiring the administration of medication are responded to appropriately and without delay (including situations when relief staff may be involved)
- communicate relevant requirements about medication management appropriately to parents/carers
- review the SMP:
 - as soon as practicable following a review incident
 - at least five years after the date of commencement or date of previous review.

Assigned Officers

An assigned officer is a staff member who administers medications that do not require specialised training from qualified health practitioners.

Only assigned officers have permission to give medications on campus.

- assigned officers have knowledge of the College's SMP
- safely receive and store students' medication, and dispose of if required
- safely administer medically authorised medication to students

- prepare relevant documentation and accurately record the administration of medication
- notify the principal/delegate if there is a medication administration error, or if medication is stolen, misused, or diverted from the person to whom it was prescribed.

First Aid Staff

Are teachers who have permission to administer medications that do not require specialised training from qualified health practitioners when on excursions or camps.

- have knowledge of the College's SMP
- will familiarise themselves with student health needs that require medication, including those who are at risk of asthma and anaphylaxis before start of excursion/camp.
- are responsible to ensure student medications are with them when away from the College.
- assist a student requiring emergency first aid medication if required.
- complete Incident Report Form and given to relevant Head of School for review.
- notify the principal/delegate if there is a medication administration error, or if medication is stolen, misused or diverted from the person to whom it was prescribed.

Health Support Staff

Are usually a teacher-aide who performs an emergency support procedure. This may involve the administration of emergency medication e.g. EpiPen, insulin, Midazolam.

- have knowledge of the College's SMP
- assist a student requiring emergency first aid medication if required.
- complete Incident Report Form and given to relevant Head of School for review.
- notify the principal/delegate if there is a medication administration error, or if medication is stolen, misused or diverted from the person to whom it was prescribed.

Parents/Carers

- provide information to an assigned officer about the student's health condition/s, including written information from qualified health practitioners, at enrolment or on diagnosis, and provide updated information when any information changes.
- complete the Administer Medication Request Form when medically authorised medication is to be administered to a student.
- ensure that enough well-maintained equipment, in-date medication and consumables, labelled clearly with the student's name, are supplied.
- collect unused medication from the College when it is no longer required or has expired.
- Staff who have students at the College
 - can give their own medication to their child if they come to them personally.
 - must follow above requirements for regular medication administered by assigned officers.
 - will be informed if their child presents to Sick Bay as per procedures for all students.

Types of Medications

Students may require medication to manage ongoing health disorders or conditions, short-term illnesses or in a medical emergency.

Medications can be described as 'routine', 'as needed', or 'emergency first aid'.

All medications, including those purchased over the counter (OTC) without a prescription (e.g. paracetamol or alternative medicines) are drugs or poisons and may cause side effects or adverse reactions.

Therefore, the College requires medical authorisation for prescribed medication along with parent permission to administer the medication. The only medication that does not require authorisation or permission is the emergency first aid medication as the *Medicines and Poisons (Medicines) Regulation 2021 (Qld)* authorises schools to [purchase and administration these medications](#).

See [Table 1: Types of medications](#) for an overview of the medications which may be administered at the College.

Routine medication

Medication that is prescribed to be taken regularly over a period of time, can be referred to as 'routine'.

Depending on the period of time they are required to be administered, routine medications, can be considered 'short-term' or 'long-term'. 'Short-term' could be a period of a few days through to a few weeks. 'Long-term' could be a few months to a few years.

'As needed' medication

Prescribing health practitioners (e.g. doctor, dentist, optometrist, nurse practitioner) may prescribe medication to students that is to be administered 'as needed' or 'as required' in response to certain symptoms.

A pharmacy label on the student's prescribed medication indicating it is to be given 'as needed' does not provide sufficient information for school staff to safely administer it, as they are not qualified to make clinical decisions about when medication is required.

For staff to safely administer 'as-needed' medication, the College requires detailed written advice (i.e. a medication order) from the prescribing health practitioner regarding:

- the specific signs and symptoms that the student would show indicating the medication needs to be administered.
- the maximum number of dosages allowed during the school day and over a 24-hour period.
- the minimum length of time allowed between dosages; and
- the expected response the student would have after taking this medication so that atypical symptoms or side effects that could require medical attention are easily identified.

Pain relief medication

Pain relief medication, i.e. paracetamol/ibuprofen, must be supplied in original packaging and have a pharmacy label with the student's name clearly identified. See [Original container and intact packaging](#) for further information. The parent/carer MUST be contacted BEFORE administering medication. All non-emergency medication shall be recorded on the Register of Administered Medication at time of administration and then on the student's [Medical Info in Edumate](#).

Emergency medication

Some students with health support needs may require medication to be administered as an emergency response.

These students should have either an Action Plan (if they have anaphylaxis or asthma) or other documentation as supplied by the student's parent/carer if they have another health condition e.g. diabetes, epilepsy.

The administration of some medications (e.g. Midazolam for the emergency treatment of a seizure, or glucagon for severe diabetic hypoglycaemia) requires specialist training beyond that provided as part of first aid training.

Principals/delegates will ensure appropriate staff are trained in the administration of these medications via on-line training through Epilepsy Qld.

Emergency first aid medications

The College maintains two types of emergency first aid medications in a restricted place (on the top shelf in unlocked cupboard behind reception) and put into first aid kits when an excursion is not in the local vicinity:

- adrenaline auto-injector/s (e.g. EpiPen); and
- asthma reliever/s (with spacer)

These medications are dispensed in devices that non-medical personnel can be trained to use as a first aid response.

Emergency first aid medications may be administered as a first aid response to students, staff or other visitors on campus if they:

- are undiagnosed and have their first reaction at school; or
- are diagnosed and require additional medication (e.g. requiring a second dose); or
- there are issues with their own prescribed medication (e.g. due to misfiring, or their medication is empty or unavailable).

Queensland Health's [Fact Sheet](#) provides information for schools about accessing and using these emergency first aid medications.

Adrenaline auto-injectors (general use for first aid kit)

Schools are required to maintain one or more adrenaline auto-injectors as part of their first aid kit/s. (The College keeps these on the top shelf in unlocked cupboard behind reception and put into first aid kits for excursions).

Asthma reliever/puffer (general use for first aid kit)

Schools are required to maintain one or more blue/grey asthma relievers (each with a spacer) as part of their first aid kit/s. (The College keeps these in a high cupboard in Administration and put into first aid kits for excursions).

Over the counter (OTC) medications

OTC medications are those that can be purchased from pharmacies, supermarkets, health food stores and other retailers without having a prescription.

Only appointed First Aid Officer and/or Assigned Officers are authorised to purchase the following over the counter medications:

- Paracetamol/ibuprofen liquid and tablets (for camps, overnight and long day events only)
- Ventolin
- EpiPen

Parent/carer permission must be sought before paracetamol/ibuprofen can be administered.

Parent/carer must be notified when emergency OTC medication has been administered.

Table 1: Types of medications

MEDICALLY AUTHORISED FOR A SPECIFIC STUDENT			
Type of medication		Description	Examples
Routine	Short term	Required over a short period of time for the treatment of an acute condition e.g. infection.	<ul style="list-style-type: none"> ➤ antibiotics ➤ ointments ➤ eye drops ➤ ear drops
	Long term	Required over a long period of time for the ongoing management of a specific disorder (e.g. attention deficit hyperactivity disorder, schizophrenia); or health condition (e.g. cystic fibrosis, epilepsy, diabetes, asthma.)	<ul style="list-style-type: none"> ➤ Ritalin ➤ enzyme tablets ➤ insulin ➤ anti-epileptic medications ➤ Risperidone ➤ medicinal cannabis ➤ asthma preventer
As needed	As a non-emergency response	Required as a non-emergency response to certain symptoms (e.g. pain, rash, irritated eyes), in accordance with a medication order, verbal parent permission	<ul style="list-style-type: none"> ➤ Paracetamol/ibuprofen (liquid/tablet) ➤ antihistamines ➤ topical creams/ointments for allergies
	As an emergency response	Required as an emergency response for medical conditions (e.g. epilepsy, anaphylaxis, asthma) in accordance with a medication order / a health plan / written instruction from a prescribing health practitioner.	<ul style="list-style-type: none"> ➤ Midazolam ➤ adrenaline auto-injector ➤ asthma reliever ➤ Solu-Cortef ➤ GlucaGen
NOT MEDICALLY AUTHORISED FOR A SPECIFIC STUDENT			
Type of medication		Description	Examples
Emergency first aid medication		Retained in a high cupboard in Administration and first aid kits (when on excursions) and used as a first aid response to asthma and anaphylaxis. Dispensed in devices that non-medical personnel can be trained to use.	<ul style="list-style-type: none"> ➤ adrenaline auto-injector ➤ blue asthma reliever

Medication side effects and errors

Side effects

All medications have the potential to cause side effects.

Where possible (e.g. for a new routine medication), it is recommended that parents/carers administer the initial dose/s to their child prior to requesting that the school administer it. In this way, parents/carers can determine if their child experiences any side effects and inform the College so that staff can more effectively monitor the student's condition and contact parents/carers if there are any concerns.

Medical errors

Medication errors are preventable and may lead to or cause harm to a student.

A medication error includes any failure to administer medication as prescribed, such as administering:

- the wrong medication to a student
- medication at the wrong time
- an incorrect dose of medication to a student.

Medication errors might occur for a variety of reasons, for example:

- student misidentification
- incomplete / inaccurate documentation
- misreading documentation
- confusion over the dose required; or
- not administering medication when it is required.

Referring to the [7 RIGHTS](#) (Appendix 6) for safe medication administration reduces the risk of errors occurring.

Responding to and recording medication side effects, errors and incidents

Schools have a duty of care to respond to incidents involving medications, including if:

- a medication error has occurred (e.g. the incorrect medication or dosage has been administered); or
- a student has a reaction/side effects to their prescribed medication; or
- a student has consumed unauthorised medication (e.g. stolen or shared medication).

To be prepared to respond to incidents, staff should be familiar with:

- [Responding to medication side effects, errors and incidents](#) (Appendix 4)
- Calling an ambulance.

For information about how to keep appropriate records regarding medication incidents, refer to [Recording actions following medication side effects, errors and incidents](#) (Appendix 5)

Managing Medications

Communicating with parents/carers

The College will communicate with parents by the Parent Handbook.

Provide the parent/carer/student with the Administer Medication Request Form and advise them who is required to complete the form.

Check forms received from parent/carer/student

When forms are returned to the College, check that they are completed, information is consistent (e.g. forms / pharmacy label / medication order), and the forms have been signed and dated by the relevant person e.g. parent/carer/student, prescribing health practitioner.

Any inconsistencies or incorrect details must be addressed with the parent/carer/student prior to any administration of the medication.

For parents/carers/students having difficulties completing the form, the College will provide support to complete the requirements and to enable informed consent.

Prepare and attach appropriate record form and other relevant information

Administer Medication Request Form along with additional relevant information, including Action Plans(s) and medication are to be kept in a zip-locked bag that is clearly marked with the student's name.

Medical authorisation

The College requires specific medical authorisation to administer any medication to a student except when it is an emergency first aid response to anaphylaxis or asthma.

This medical authorisation may take the form of:

- the medication (in its original packaging) with a completed current pharmacy label (that indicates that it is [prescribed medication](#)), and/or
- other written authorisation signed by the prescribing health practitioner.

Image 1: Two examples of medical authorisation – pharmacy label and ASCIA Action Plan for Anaphylaxis – valid when completed and signed by a qualified health practitioner.



Diagram 1: Pharmacy label check

Checking the pharmacy label

Staff can confirm that medication has been prescribed for a student by checking the following:

Check that the name on the label is the student to whom it is to be administered.

Check that the name of the medication and dosage matches the written advice from parent/carer and health practitioner.

The diagram shows a sample pharmacy label with the following fields and arrows:

- An arrow from the first instruction points to the field: **BRAND NAME OF MEDICATION** (Name of medication)
- An arrow from the second instruction points to the field: **<strength and quantity/volume of dispensed medication>**
- The label also contains: **<Directions for use including specific times when medication is to be taken>**
- A section for the student's name: **<NAME OF STUDENT>**
- A section for the date dispensed: **<Date dispensed>**
- A section for the prescriber's name: **<Name of prescribing health practitioner>**
- A section for the price: **<Price>**
- A warning: **KEEP OUT OF REACH OF CHILDREN**
- A section for pharmacist details: **<Pharmacist business details>**

IMPORTANT

Check that a qualified health practitioner is listed on the label. If a qualified health practitioner is not listed on the label, medical authorisation will need to be confirmed with other written documentation from the health practitioner or by contacting the pharmacist. When there is no health practitioner name, it is likely that the medication has been purchased over the counter. To administer this medication, an Administer Medication Request Form will still be required.

Written medication authorisation

Medical authorisation can also be:

- a signed letter from the prescribing health practitioner, or
- a Medication Order to administer 'as-needed' medication at school, or
- a completed and signed health plan from the treating health practitioner.

These documents need to outline the same type of information that would be found on a pharmacy label i.e. student's full name, clear and detailed directions for taking the medication and contact details for the health practitioner.

If medical authorisation cannot be confirmed

If appropriate medical authorisation cannot be confirmed, college staff will not administer the medication. For the medication which is legally prescribed and needs to be administered during school hours, parents/carers will have to attend the College personally to administer medication to their child until appropriate medical authorisation can be provided to the College.

Receipt and transport of medications

Parents/carers are to provide and collect students' medication in person. Where this is not possible, college staff will discuss with the parent/carer other safe methods of transporting the medication e.g. if the student is transporting their own medication, they must deliver it to the administration office on arrival at college.

For students who use the bus, parents/carers are responsible for arranging the provision of medication to the College administration office.

Temperature control

Insulated bags may need to be used to transport medications that require refrigeration or need to be kept at a certain temperature.

Medication should always be supplied to the College in its original container with the internal packaging intact i.e. sealed foil strip, sealed blister pack. Where packaging of individual medications is not intact i.e. the foil is no longer sealed around the tablet, the safety of the medication could be compromised. Medication will not be administered, and the parent/carers will be alerted to this situation.

Image 2: Example of original container with intact packaging

[illegible]

Administration of Medications

Medication can be administered either by authorised staff or by the student themselves.

Staff administration

Following best practice when administering medications ensures that the right student receives the right dose of their medication at the right time by the right route.

Only authorised staff as identified in the SMP are permitted to administer medication to students.

When possible, it is also ideal for the same staff member to be responsible for preparing, administering and recording the medication administered to a student. These tasks should all be done without distraction, ideally consecutively, to minimise the risk of errors.

Student self-administration

Contemporary management of chronic health conditions encourages students to build independence, recognise the signs and symptoms of their health condition, and administer their own prescribed medication, either routinely or as needed.

Students with diabetes need to self-administer their medication in a controlled environment such as in the Sick Bay to ensure hygiene and be monitored for any adverse reaction.

However, NO student should be solely responsible for self-administering emergency medication, as their symptoms may compromise their ability to do so.

Controlled drugs

The principal **CANNOT** approve students who require Ritalin or dexamphetamine (or other controlled drugs [Medicines and Poisons \(Medicines\) Regulations 2021 \(Qld\)](#)) to personally manage and self-administer this medication. These medications must be stored securely in a locked location (e.g. locked cabinet or drawer) when not being administered. They must only be administered by authorised staff.

Routine medications

Some students require routine administration of medication to manage their health condition. These may include:

- inhaling preventative medication such as Ventolin for asthma;
- the injection of insulin for diabetes;
- orally administering enzyme replacements for cystic fibrosis; or
- applying medicated ointment to the skin.

The principal/delegate, in consultation with the student, their parent/carer and their health team, can implement an approval process to allow a student to self-administer their medication, with the exception of controlled drugs. Refer to [Approval requirements for self-administration](#).

Even when a student is competent at self-administering their medication, the principal/delegate should also consider and assess any additional associated risks in determining if it is safe for the student to self-administer their medication, and additional safeguards that may need to be put in place e.g. some medication may be kept with the student (e.g. Ventolin), whereas some medication will need to be stored securely, but not locked, when not in use (e.g. insulin pen).

A [risk assessment](#) approach should be used by the principal/delegate to assist the consideration of any potential risks associated with students' self-administering medication.

Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class (e.g. remind the student to go and put their eye drops in, allow the student with diabetes to eat a specific snack before their HPE lesson in order to manage their carbohydrate levels). The College must take into consideration the student's confidentiality and privacy.

Asthma medication

As asthma is a common childhood health condition which is treated by inhaling medication from an easy-to-use device, many students can self-administer their own medication without adult support or supervision. Asthma medication can be administered routinely to prevent symptoms, or as an emergency medication in response to certain symptoms.

Requirements for self-administration

Asthma medication

A parent/carer can advise the administration of their decision to allow their child to be responsible for self-managing their asthma if a parent/carer believes that their child can:

- confidently, competently and safely administer the right dose of their own asthma medication at the right times
- can store their medication securely, and
- is aware of the importance of attempting to notify staff if they feel symptoms and intend to self-administer their medication, but not to delay self-administration if they can't notify a staff member in time.

For primary students, the principal/delegate is required to complete a [risk assessment](#) considering the maturity of the student. NOTE: Use caution when considering requests in relation to young students e.g. those under 10 years of age.

As secondary school students are older and likely to be more experienced in administering their medication, the parent/carer can approve for their child to self-administer their asthma medication without the need for principal/delegate approval. Likewise, an independent student or a student over the age of 18 can nominate to self-administer their asthma medication. In these cases, it is preferred a [risk assessment](#) is carried out so college staff are aware of these students as staff have a duty of care especially when on excursions.

The principal/delegate may overturn a parent's/carer's/student's decision at any time if there are any significant risks associated with the student self-administering medication during school or school-related activities.

If a student is approved to self-administer their asthma medication, the Registrar will record the parent's/carer's/student's decision in Edumate and will not require an Asthma Action Plan, unless the first aid response varies from the standard asthma first aid response.

The Collage will need a copy of a student's Asthma Action Plan if staff are administering or supporting the student to administer the asthma medication, or if their emergency response is complex (e.g. student requires several medications).

If a student is unable to self-administer their medication in an emergency and requires assistance, trained staff will provide Asthma First Aid.

Adrenaline auto-injectors

Adrenaline auto-injectors (e.g. EpiPen) are easy-to-use devices that can be easily administered by non-medical personnel. Instructions to administer these are on the device and in the student's Anaphylaxis Action Plan that should always be kept with the medication, (on-line training and practical demonstration are conducted annually by the College).

The principal/delegate, in consultation with the student, treating team, and the student's parent/carer (if under 18 years old), may approve for a student to carry their auto-injector on their person and self-administer this medication if all of the following can be confirmed:

- the student can always carry their own medication safely and securely
- the student can safely store their medication (with their Action Plan)
- the student keeps their medication in-date
- the student is aware of their warning signs and the importance of notifying the nearest person to advise supervising staff of the situation
- staff are aware that the student is carrying emergency medication; and
- staff who supervise the student are familiar with their warning signs (as per their Action Plan) and are trained to administer the emergency medication if the student is unable to do so.

In making their decision, the principal/delegate should also assess any associated risks by using the [Risk assessment for determining self-administration](#).

Insulin administration

Students with type 1 diabetes require daily diabetes treatment regimens which include insulin administration. Due to the wide range of devices used and methods for calculating insulin doses, the College requires:

- Department

Consent to administer medication

Privacy Statement
The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during related activities. This information will only be accessed by authorised departmental employees. In accordance with section 54 of the Education (General Provisions) Act 2006 (regarding student's personal information) and the Information Privacy (Personal Information) Act 2008, this information will not be disclosed to any other person or body unless DoE has a lawful basis for disclosure or is required or authorised by law to disclose the information.

Section A: Complete the details below:
NOTE: This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

Student name	Date of birth
Parent/carer name	Phone

 - I consent to the following medication being administered (as per the instructions) to the student named above during any additional written instructions to the student named above during the school day.
 - I authorise school staff to contact the prescribing health practitioner or pharmacy (label or in other relevant medical authorisation) for the purpose of clarification on the administration of this medication to this student.

Name of medication	
--------------------	--

I confirm that the medication provided to the school (as listed above) is medically authorised (e.g. has been prescribed by a doctor, dentist, etc.) and is in the original dispensed container with intact packaging and has the student's and doctor's names on the pharmacy label (if there is an authorisation) and is current/in-date (The expiry date of the medication is: / /)

The medication is required:	If yes to any questions, complete:
(a) routinely (e.g. 11am every day)	<input type="checkbox"/> No <input type="checkbox"/> Yes → Administer at: / / am/pm (specify time) (Monday Tuesday)
(b) for a short time only (e.g. only for 2 weeks)	<input type="checkbox"/> No <input type="checkbox"/> Yes → Start date: / / End date: / /
(c) to manage a health condition following a current action plan or health plan	<input type="checkbox"/> No <input type="checkbox"/> Yes → Is the medication for: <input type="checkbox"/> asthma <input type="checkbox"/> anaphylaxis <input type="checkbox"/> other (describe):
(d) 'as needed' to treat minor or non-emergency symptoms	<input type="checkbox"/> No <input type="checkbox"/> Yes → I understand that before they are not aware of when given to this student. I will ensure this student previously shows any side effects after taking this medication.

If yes, describe:

Diabetes Management Plan 2022

Multiple Daily Injections

Continuous Glucose / Flash Glucose

Name of student: [] Date of birth: []

Name of school: [] Grade/Year: []

Blood glucose meter: []

Continuous / Flash Glucose Monitor: []

This plan should be reviewed and updated at least annually.

EMERGENCY MANAGEMENT
Please see the Diabetes Action Plan for the treatment of hypoglycaemia (hypo). The child should not be left alone or asked to move location unless it is required for safety reasons.

DO NOT attempt to give anything by mouth or rub anything onto the gum if the school / centre is located more than 30 mins from a reliable ambulance. Staff are advised to discuss Glucagon training with the diabetes health team. If the child has high blood glucose levels, please refer to the Diabetes Action Plan.

INSULIN ADMINISTRATION
Prescribed insulin: [] (tick or tap here to enter text)
The student will need to have an insulin injection at:
[] Breakfast club [] Fruit break - 'munch & crunch' etc [] 1st hr
The insulin dose will be determined by [] (choose an item) [] based on the student will be eating and their current blood glucose level.
Can student independently count carbohydrates? [] (choose an item) [] (if no, parent/carer)

Is supervision required for bolus calculator? [] (choose an item)
If yes, the trained staff member/s needs to: [] (choose an item)
(if button pushing assistance required a qualified health professional or the parent/carer)

Is supervision required for the insulin injection? [] (choose an item)
If yes, the trained staff member/s needs to: [] (choose an item)
(if a staff member is to administer injection a qualified health professional is to provide advice)

Name of trained staff member/s: []

Type of injection device: [] (choose an item)

Subcutaneous site for insulin administration at school: [] (choose an item) []

The location in the school where the injection is to be undertaken: []

Medication order / Advice from prescribing health practitioner

xxxx

xxxxxx

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Dr XXXXXXXXX

For students with health support conditions (other than asthma and anaphylaxis) who may require emergency medication, consultation with the student's treating team, parent/carers and an authorised staff member (refer to SMP) will determine if [self-administration](#) is an option. If so, requirements will be documented in the student's Medical Info file in Edumate.

A student who has been approved to self-administer their own medication in response to an emergency (e.g. asthma reliever or adrenaline auto-injector) will carry this medication on their person. However, in an emergency, a student's symptoms may compromise their ability to self-administer their medication effectively.

Administering Medications Policy, Guidelines and Procedures v1.2
Page 14 of 32

Camps and excursions

An essential part of planning for camps and excursions is ensuring that systems are in place so that students who require medications receive them.

The College will have emergency medications and pain relief available in the first aid kit for students who do not have their own medication supplied. A single dose will be administered if considered necessary. Parent/carer will be contacted prior to any further doses.

All administered medications are to be recorded in the **Register of Administered Medications**. Only teachers are permitted to administer medications.

Prior to the camp/excursion:

- advise parents/carers well in advance that all medication requires appropriate consent and medical authorisation
- identify students with health support needs to determine and plan for medication requirements with their parent/carer and qualified health practitioner if required. Information is available on the student roll printout for the event.
- check the availability of, location of, and distance to emergency services or hospitals.
- ensure there will be access to power at the camp/excursion location to recharge medication delivery devices e.g. nebulised medication
- identify which students self-administer their medication and any associated requirements.
- identify any requirements for storage and transportation of the medications e.g. insulated wallet, approvals for taking medications on a plane
- ensure that emergency first aid medications are available during travel to and from, and at a camp/excursion location for the duration of the event.
- First Aid Officer will advise all staff supervising students with health conditions of their symptoms and health needs; and
- ensure the relevant documentation is available and included in the student's ziplocked medication bag and that the student's name is clearly identifiable on the bag.

During the camp/excursion:

- ensure only authorised staff have access to documentation and medication
- administer medication referring to the [7 RIGHTS](#) of safe medication administration.

After the camp/excursion:

- return all unused medication to parents/carers or return to college cupboard if regular medication administered by college officers.
- store all camp/excursion documentation as per the Events Policy and Procedures.

Storage

The principal/delegate establishes and monitors procedures for safe and appropriate [storage of medications](#) to ensure that:

- medication is stored in its original container and according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication which needs to be stored below 25 °C)
- medication required for an emergency response is stored in a safe, unlocked location where it is always easily accessible to authorised people in the event of an emergency (high cupboard in Administration)
- medication is stored (other than medication required for an emergency response) in a:
 - non-portable, locked space such as cupboard/cabinet reserved for medications only; or
 - secure fridge (if required) with authorised access only; or
 - location determined by the principal/delegate to meet the student's individual health needs.
 - access to all medications is limited to people authorised to administer those medications (refer to SMP); and
 - staff accommodate for students to access their medication to cause minimal disruption to the student's learning program and respects the student's dignity.

Disposal

Medication must be disposed of carefully and responsibly. It **must not** be disposed of down a sink or into the rubbish.

When medication is initially brought to the College, advise the parent/carer that they will need to collect any unused medication when it is no longer required to be administered at college.

When the period of administration is finished, remind the parent/carer to collect any remaining medication.

When medication has passed its expiry date and cannot be administered – ask the parent/carer to collect it for disposal.

Any unused medication that has not been collected by the parent/carer must be taken to a pharmacy for disposal e.g. through the [Return Unwanted Medicines](#) project. The pharmacy will ensure that all medication (including controlled drugs) is disposed of correctly and in accordance with the law.

Sharps must be disposed of in a sharps disposal kit. Refer to Appendix B Safe handling and disposal of needles and syringes in the *First Aid Policy and Sick Bay Procedures* found in the CCC Policies SharePoint site.

PROCEDURES

These procedures provide the process for administering medications to students when they are attending college or related activities, in accordance with the advice of the student's prescribing health practitioner or as an emergency first aid response. Having clear, documented workplace procedures to manage the administration of medications facilitates safe systems of work that ensure student and staff safety, and supports the College to meet legislative requirements, including those relating to health and to work health and safety.

Parent permission to administer medications

For OTC emergency medication verbal permission must be obtained from the parent/carer before administering to a student. Dosage, time permission granted, and medication administer information is to be recorded on the **Register of Administered Medication** and in the student's Medical Info in Edumate.

For prescribed medications an **Administer Medication Request Form** must be completed by the parent/carer. This personalised form is found in the student's file on [Edumate](#)

Receiving medications

Refer to SMP for assigned officers names and roles.

When student medication is brought to college

- Assigned officers ensure the **Administer Medication Request Form** has been completed and signed.
- Assigned officers and health support staff review the medication and dosage information on the request form and/or medication order and check that it matches the [pharmacy label](#) (NOTE: often the pharmacy label is not able to be seen on insulin, so check the prescribing health practitioner's letter authorising the insulin carefully).
- For 'as-needed' medication, assigned officers ensure parent/carer contact details are accurate as they need to be contacted immediately prior to any administration.
- Assigned officers ensure there is medical authorisation e.g. there is a pharmacy label attached to the original container with the prescribing health practitioner's name, or a medication order, or written instructions or Action Plan from the prescribing health practitioner. Where there is no evidence of medical authorisation, assigned officers will not administer any medication until documentation is provided. See [Image 1](#) and [Diagram 1](#).
- All medication must be in its original container and also clearly labelled with:
 - Student name
 - Dosage
 - Frequency
 - Storage requirement
 - Expiry date
- Assigned officer will include all required forms (e.g. request form, medication order, written instructions, action plan) in the zip-lock bag that has the student's name clearly labelled.
- Assigned First Aid Officer will be responsible for:
 - contacting the pharmacy identified on the label to confirm the medication has been prescribed, if the pharmacy label is the only form of medical authorisation and the prescribing health practitioner's name is not listed.
 - requesting that the parent/carer contact the pharmacy identified on the label to seek clarification, if the pharmacy label is the only form of medical authorisation and the instructions on the pharmacy label are not legible or easily understood.
 - requesting that the parent/carer seek clarification from the prescribing health practitioner if the information on the pharmacy label contradicts the information on the authority form or the medication order/Action Plan.

NOTE: The student's medication is NOT to be administered until clarification is received.

Administering medication

When medication is required as part of an emergency response

For a student having an asthma flare-up or anaphylaxis, staff who are supervising the student will:

- follow the asthma/anaphylaxis Action Plan and administer emergency first aid medication without delay
- immediately phone emergency services (000), request ambulance services, stay on the phone and follow the advice given

NOTE: in the event of a severe/life threatening emergency and an ambulance is not available, the student can be transported to Chinchilla Hospital in a staff vehicle after:

1. consultation with a supervisor or the Principal
 2. permission from the parent/carer, if possible
- contact parent/carer to request they collect their child.
 - complete an Incident Report

For a student with health needs, assigned officer or health support staff will:

- follow the student's Action Plan and any other written instructions from the prescribing health practitioner regarding the administration of the student's medication
- if required, immediately phone emergency services (000), request ambulance services, stay on the phone and follow the advice given
- record information as per the **Register of Administered Medication** and on the Student's file in [Edumate](#)

When medication is required as a routine administration

Assigned officers will:

- observe standard precautions for infection control relevant to administering medications
- follow college processes as outlined in the [7 RIGHTS](#) of safe medication administration

When medication is required as-needed for a non-emergency response

Assigned officers will:

- contact parent/carer to gain permission before administering medication
- complete the **Register of Administered Medication**
- follow college processes as outlined in the [7 RIGHTS](#) of safe medication administration.
- Record information on the student's file in [Edumate](#).

After administration of medication

➤ After administering medication as an emergency response

- Assigned Officer will record information on the Register of Administered Medication and in [Edumate](#)
- Staff who administer emergency first aid medication (e.g. to an undiagnosed student), will record the incident in the CCM Incident Report Form
- Staff who administer emergency first aid medication where the emergency medication was administered due to a curriculum activity (e.g. exposure to science experiment fumes or consumption of allergen causing an allergic reaction), will contact parent/carer as soon as possible to advise them of the incident will complete a CCM Incident Report Form

The First Aid Officer will:

- ensure medication is replaced (individual student medication is replaced by parent/carer, emergency first aid medication is replaced by the College).

➤ After administering routine or as-needed medication as a non-emergency response

Assigned officers or health support staff will:

- contact the parent/carer if 'as-needed' medication has been requested to get permission before administering

- immediately record details in the Register of Administration and record in [Edumate](#)
- notify the classroom teacher and parent/carer if student refuses their medication to determine possible risks and any further actions
- notify the parent/carer if the medication is approaching its expiry date or if the quantity is low.

If side effects, medication errors or adverse reactions occur

Assigned officers or health support staff will IMMEDIATELY provide first aid and contact either:

- **Emergency services (000)** if the student has:
 - collapsed; and/or
 - is not breathing or has difficulty breathing; and/or
 - severe nausea or is vomiting; and/or
 - another severe reaction (e.g. hives, swollen lips, face gone pale, sweating, chills); and/or
 - the student has consumed unauthorised medication with or without an observable reaction.

OR

 - **Poisons helpline (13 11 26)** if the student has no observable adverse reaction following a medication error.
- Assigned Officers will then:
 - notify the principal/delegate as soon as possible to coordinate the response.
 - [record the incident and actions](#) taken by staff.
- Following this, the principal/delegate will:
 - in the case of medication that has caused an adverse or atypical reaction for the student, advise the parent/carer that staff will not continue to administer this medication unless further written advice has been received from the prescribing health practitioner.
 - review the effectiveness of first aid and emergency response processes and amend where improvements are identified through the First Aid Officer and Safety Advisor
 - review, investigate, and implement corrective and preventative actions through the Safety Advisor.
 - communicate any change of practice to staff.

Note: In the event of side effects, medication errors or adverse reactions, follow procedures outlined in:

[Responding to medication side effects, error and incidents](#) (Appendix 4)

[Recording actions following medication side effects, errors and incidents](#) (Appendix 5)

Student Self-administration

When a parent/carer advises the College administration that they allow the student to be responsible for self-administration of their emergency medication, i.e. Ventolin, anaphylaxis autoinjector, insulin the following assessments are to be applied:

- Assigned officers will refer to Appendix 2: [Approval requirements for self-administration](#) to determine if principal/delegate approval is required.
- If principal/delegate approval is required:
 - the principal/delegate will:
 - 1) refer to Appendix 3: [Risk assessment for determining self-administration](#) and, in consultation with the parent/carer/student and student's health team, consider the factors and risks involved in safe self-administration of medication
 - 2) approve student to be responsible for possession and self-administration of medication when it is considered that the student can confidently and competently undertake safe self-administration of medication at college.
 - 3) record any discussions with the parent/carer and student on the student's History file in [Edumate](#)
 - 4) ensure relevant staff are aware of students who are self-administering and self-managing their medications

- 5) notify staff that they should be trained and prepared to administer emergency medication to the student as a first aid response if required.
 - 6) consult with parent/carer/student if the decision for the student to self-administer their own medication needs to be withdrawn due to health or safety issues and explain the reasons why as outlined on the [Risk assessment for determining self-administration form](#).
 - 7) overturn the parent/carer/student decision if health or safety risks cannot be controlled or minimised effectively.
 - 8) when self-administration is withdrawn, ensure processes for staff administration of medication to the student is undertaken. *Refer to [Receiving medications](#) above.*
- assigned officers will:
 - 1) advise the Registrar to record the decision to allow the student to self-administer on the student's Medical Info in Edumate. Once entered, this information should be visible in the Student Profile Alerts section in Edumate.
 - 2) Scan a copy of the completed and signed Risk Assessment into the student's Edumate file and keep paper copy in student folder.
 - staff who supervise students will:
 - 1) be familiar with the signs that the student is experiencing an asthma or anaphylactic reaction.
 - 2) be prepared to administer the student's emergency medication without delay as a first aid response if required (regardless of whether or not the staff member has current first aid training). An Incident Report will need to be completed as per Appendix 5 [Recording actions following medication side effects, errors and incidents](#).
- If principal/delegate approval is not required - secondary students only for asthma medication only:
- the parent/carer/student will advise the College administration that they allow the student to be responsible for self-administration of their asthma medication.
 - the principal/delegate will:
 - 1) ensure students who are self-administering asthma medication are recorded on their [Edumate Medication Info](#) file and advise assigned officers (Refer to SMP)
 - 2) notify staff who supervise these students that they should be prepared to administer asthma medication to the student as a first aid response if the student's symptoms compromise their ability to self-administer.
 - 3) consult with parent/carer/student if the decision for the student to self-administer their own asthma medication needs to be withdrawn due to health or safety issues and explain the reasons why as outlined on the [Risk assessment for determining self-administration form](#).
 - 4) overturn the parent/carer/student decision if health or safety risks cannot be controlled or minimised effectively.
 - 5) if self-administration is withdrawn, ensure processes for staff administration of medication to the student are undertaken. *Refer to [Receiving medications](#) above.*
 - assigned officers will:
 - 1) complete the relevant section on the [Risk Assessment](#)
 - 2) record the advice in the relevant student's *Edumate>Medical Info>Medical Conditions and>Medications* sections in [Edumate](#)
 - staff who supervise students will:
 - 1) be familiar with the signs that the student is experiencing an asthma emergency.
 - 2) be trained and prepared to administer the student's emergency medication to the student as a first aid response if required.

[Dose administration aids \(DAA\)](#)

Parents/carers may provide their child's medication to the College in a [dose administration aid](#) (DAA) such as a sachet system, blister pack or bubble pack. The DAA labelling will include the child's name, the date and time of administration, the name and dosage of the medication and the pharmacy details. While it will not include the name of the prescribing health practitioner, it is unlikely that a pharmacist would provide medication in a DAA that hasn't been prescribed.

If the College wishes to seek confirmation of medical authorisation for medication in a DAA, the parent/carer is to provide a medication profile from the pharmacy.

Having medication packaged in a DAA can assist to easily store and safely administer medication and enables parents to only provide the school with the medication required to be administered there. A DAA reduces the risk of loss or theft by eliminating the need for parents/carers and/or schools to count out loose tablets from bottles.

[Pill-cutters](#)

Where the dosage of a medication requires tablets to be halved, parents/carers will need to supply a pill-cutter, labelled with the student's name. The pill-cutter is to be stored with the student's medication and not used for other student's medication – to reduce the risk of cross-contamination. The remainder of a cut tablet is to be returned to the packaging.

[Medication Storage](#)

Medications come in a variety of forms (e.g. drops, creams, tablets, injectable liquid, suppositories) and have their own storage requirements in order to maintain shelf-life and be effective.

Risks associated with storing medications, include:

- loss (e.g. through spillage or poor management);
- theft or misuse by those for whom they were not prescribed;
- deterioration due to incorrect storage;
- access issues, especially for emergency medications; and
- expiry of medication.

To reduce these risks, the College will:

- store medications according to their specific requirements (see [Appendix 1](#)), with consideration to the safety of the student and college community, the frequency of their administration and the requirements in student health plans; and
- implement a process to monitor medication expiry dates and ensure sufficient supply.

NOTE: Emergency medication:

- MUST NOT be stored in a locked location (e.g. cupboard/classroom) as delays in giving emergency medication can result in death
- Needs to be portable to respond to a medical emergency
- May need to be stored in a portable insulated wallet.

[To dispose of medications](#)

- Assigned officers will:
 - ask the parent/carer to collect medication from the school if unused or no longer required
 - advise parents/carers that unclaimed medications will be taken to a pharmacy to be disposed of
 - dispose of unclaimed medications at a local pharmacy (with the authorisation of the principal/delegate)
 - ensure safe disposal of sharps in accordance with the *First Aid Policy and Sick Bay Procedures* found on CCC Policies SharePoint site.
- Principal/delegate will provide assigned officers authorisation when they are required to dispose of unclaimed medication.

[When medication has been stolen, misused, or diverted from the person to whom it was originally prescribed](#)

- Staff will notify the principal/delegate.

- The principal/delegate will:
 - notify parents/carers to arrange a replacement dosage of the medication
 - contact police if required (NOTE: this is mandatory when controlled drugs are involved).

Record Keeping

Register of Administered Medication document used to record all medication administered to a student. It shows the medication name, dosage, time, and parent/carer permission (required for non-emergency medication) and is kept for 12 months only as this information is also recorded electronically on the student's Medical Info-Sickbay in Edumate.

Administer Medication Request Form personal document generated through Edumate is kept with student's medication.

- Scan signed copy into student History in Edumate (this will need to be done for consecutive documents). Refer to [Appendix 8](#)
- Destroy document or give to parent/carer when medication ceases, at the end of the school year or when student is withdrawn.

Risk assessment for determining self-administration document is scanned into student's Medical Info in Edumate.

- Scan document into student History in Edumate.
- Destroy document or give to parent/carer when medication ceases, at the end of the school year or when student is withdrawn. Refer to [Appendix 8](#)

CCM Incident Report in relation to medication incidents will be scanned into Incident Register in Edumate and a paper copy kept in student file for the required duration.

Staff training records will be kept for the required duration.

Legislation

[Medicines and Poisons Act 2019 \(Qld\)](#)

[Medicines and Poison \(Medicines\) Regulation 2021 \(Qld\)](#) Chapters 2,3,6; Schedule 13, Part 2, and Schedule 17

Associated Policies

Substance Management Plan (SMP)

Drugs Policy

First Aid Policy and Procedures

CCC-CCM Critical Management Plan Contagious Conditions

Supporting information for this document

[Qld Health Dept Standard - Substance Management Plans Medicines](#)

[Guidelines for the administration of medications in schools-Qld Dept Education](#)

[Safe handling and disposal of needles and syringes - Qld Dept Education](#)

[Medicines and Poisons \(Medicines\) Regulations 2021 \(Qld\)](#)

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1.0	25 July 2023	Nathan McDonald	25 July 2023	4 years	June 2027
1.1	13 May 2025	Nathan McDonald	14 May 2025	4 years	May 2029
1.2	Minor adjustment	Nathan McDonald	August 2025	4 years	May 2029

APPENDICES

APPENDIX 1 - Considerations for storage of medications

Considerations for Storage of Medications

The following table provides examples of storage locations in the College.

Note: All medications kept in unlocked cupboard behind reception for emergency quick access is to be stored in locked cupboard in Sick Bay during term school holidays.

Type of medication	Considerations for storing medications
All medications	Store safely, considering a student's individual requirements and in accordance with manufacturer's instructions.
Controlled drugs	Always store securely in the locked cupboard in Sick Bay when not being administered. Midazolam is to be kept on the top shelf in unlocked cupboard behind reception for quick emergency access.
Emergency first aid medication	Keep in on the top shelf in unlocked cupboard behind reception and put into first aid kits before excursions.
Adrenaline auto-injector	Store on top shelf in cupboard behind reception for easy access in an emergency. Store out of direct heat and sunlight and below 25°C. Do not leave exposed in non-air-conditioned locations for extended periods of time e.g. over summer holidays. Do not refrigerate or store with ice/freezer blocks as this may jam the mechanism. In regions where temperatures regularly exceed 25°C, an insulated wallet is recommended to reduce exposure of the auto-injector to extreme temperatures. The College's auto-injector/s are to be stored with an ASCIA Action Plan for Anaphylaxis (ORANGE) that provides instructions on their use. The student's auto-injector is to be stored in the student's ziplocked bag along with the personal ASCIA Action Plan for Anaphylaxis (RED) and Administer Medication Request Form on the top shelf in unlocked cupboard behind reception for emergency access. The ziplocked bag is to be taken with the first aid kit when they participate in college excursions.
Asthma reliever/puffer and spacer	College supplied asthma reliever and spacer/s are stored on the top shelf in unlocked cupboard behind reception for easy access in an emergency, along with a copy of the Asthma First Aid plan that provides instructions. Individual student asthma reliever and spacer/s are stored in a cupboard in Sick Bay for easy access along with a copy of their individual Action Plan.
Insulin injectors	Store on top shelf in unlocked cupboard behind reception for easy access when required. Manage risks associated with sharps when determining storage locations. Refer to First Aid Policy
Enzyme replacements and salt tablets for cystic fibrosis	Keep in proximity of the student so that they consume them with their meals.
Situation	Considerations for storing medications
Locked medications	The principal/delegate will determine which officers have access to the locked location to manage storage and enable appropriate administration of medications. Refer to SMP for staff names.
Refrigerated medications	Do not store medication in a fridge that students or unauthorised personnel may access. A separate fridge for medications is located in the Sick Bay room.
During an evacuation or fire drill	Students' emergency medications are to be stored in a manner that allows them to be safely and easily transported by appointed staff to the assembly point.
During school holidays	When storing medications over holiday periods, ensure they are stored in accordance with manufacturer's instructions. For medications requiring refrigeration, consider how disruptions to the power supply will be mitigated/managed. At the end of the school year, individual students' medications are to be collected by the parent/carer where possible.
Medication kept with the student	Some students require medication to be kept with them (or close by) to manage their individual health needs. Refer to Requirements for self-administration

Approval Requirements for Student Self-Administration of Medication

The following table outlines the approval requirements for different medication types and student groups, and any restrictions to be implemented.

Type of medication		Is school approval required?	Restrictions
Controlled drugs		Not applicable	Students cannot be approved to self-administer controlled drugs
Routine	Short term	Yes - Principal/delegate	-
	Long term	Yes - Principal/delegate	-
	Asthma preventer medication ➤ primary students	Yes - Principal/delegate	Use caution when considering requests in relation to young students e.g. those under 10 years of age
	➤ secondary students	Yes - Parent/carer/student decision	Risk Assessment required
As needed	As an emergency response for asthma ➤ primary students	Yes - Principal/delegate	Use caution when considering requests in relation to young students e.g. those under 10 years of age
	➤ secondary students	Yes - Parent/carer/student decision	Risk Assessment required
	As an emergency response for anaphylaxis	Yes - Principal/delegate	-
	As a non-emergency response	Yes - Principal/delegate	-

Note: A *Risk Assessment for Determining Student Self-administration of Medication* form must be completed to determine if a student can be approved to self-administer their own medication.

Risk Assessment for Determining Student Self-administration of Medication

In determining whether a student can self-administer medication, the principal/delegate (Head of School) should (at a minimum) consider the factors in the table below, in consultation with parents/carers, the student and the student's health team.

If a response to the factors below is "No", advise the parent/carer and student that self-administration will not be approved.

Note:

- *Students cannot be approved to self-administer controlled drugs.*
- *The College reserves the right to withdraw permission for a student to self-administer if they are unable to demonstrate responsibility.*
- *This form is to be kept on student personal file and uploaded into Student Medical Info in Edumate*

Student Name: _____ Assessment Date: _____

Medication: _____ Dosage: _____

FACTORS FOR CONSIDERATION	Yes/No
The student can:	
➤ follow a timetable for administering medication (where it is required routinely at set times)	
➤ recognise signs and symptoms that indicate they need to administer their medication (when it is required 'as-needed')	
➤ confidently, competently and safely administer their own medication following all instructions (e.g. on pharmacy label, in health plans)	
➤ follow infection control guidelines	
➤ demonstrate safe storage of medication as medication may be potentially harmful to other students	
➤ demonstrate appropriate storage of medication e.g. when medication is required to be kept at a certain temperature	
➤ safely dispose of sharps, equipment or other medication consumables (where relevant)	
➤ ensure their medication is in-date.	
Other students who are in the proximity of a student self-administering can behave appropriately to maintain a safe and respectful environment for the student self-administering medication.	

Approved

Staff Name: _____ Position: _____

Signature: _____ Date: _____

Not Approved/Withdrawn

Staff Name: _____ Position: _____

Signature: _____ Date: _____

Comments. Reason for non-approval/withdrawal

Responding to medication side effects, errors and incidents

Follow the process below if:

- a medication error has occurred (e.g. the incorrect medication or dosage has been administered); or
- a student has consumed unauthorised medication (e.g. stolen or shared medication).

Note: An Incident Report must be completed as soon as possible after this incident and given to relevant Head of School for comment, Safety Advisor for investigation and review of procedures and Principal to sign off. Refer to [APPENDIX 5 – Recording actions following medication side effects, errors and incidents](#) for documentation requirements.

Incident	Phone	Response
Medication error with the student showing no observable adverse reaction	Poisons helpline 13 11 26	<ol style="list-style-type: none"> 1. Phone 13 11 26 (Poisons helpline) and follow their advice 2. Advise the parent/carer 3. Notify the principal/delegate* 4. Continue to monitor student if they remain on campus. <p>Note: If the student's condition deteriorates while on the phone to the Poisons helpline, they will transfer you to Emergency services.</p>
Medication error and/or side effects with the student showing a severe reaction such as any of the below: <ul style="list-style-type: none"> ➤ collapsing ➤ not breathing or difficulty breathing ➤ severe nausea or vomiting ➤ a face that turns pale ➤ another severe reaction (e.g. hives, swollen lips, sweaty skin, chills) 	Emergency services 000	<ol style="list-style-type: none"> 1. Provide first aid 2. Phone 000 3. Request ambulance services and follow their advice* 4. Contact the parent/carer. 5. Have medication and student's health information details ready to provide to the ambulance services* 6. Notify the principal/delegate
Student has consumed unauthorised medication with or without an observable reaction.	Emergency services 000	<ol style="list-style-type: none"> 1. Provide first aid (if needed) 2. Phone 000 3. Request ambulance services and follow their advice* 4. Contact the parent/carer. 5. Have medication and student's health information details ready to provide to the ambulance services* 6. Notify the principal/delegate
<p>* NOTE: If ambulance is not available or considerably delayed and the situation is extreme or there is concern for the student's wellbeing assigned officers have the option to transport a student in a private staff vehicle to Chinchilla Hospital (which is only 2 minutes from the College) after they:</p> <ol style="list-style-type: none"> 1) Seek permission from principal/delegate to transport the student in a staff vehicle 2) Request permission from the parent/carer to transport their child in a private vehicle (this can be done when advising the parent/carer of the incident). 3) Once approved Assigned Officer can transport student to the hospital along with medication and student health information details. 		

Recording Actions Following Medication Side Effects, Errors And Incidents


1.	Incident/Cause Medication error occurred with the student's medication e.g. incorrect dosage, missed dosage, incorrect medication Result Student became ill OR Student did not become ill
2.	Incident/Cause Emergency medication required due to adverse event, e.g. asthma attack due to science experiment fumes, anaphylactic reaction due to exposure to allergen Result Emergency medication administered (either the student's or college's)
3.	Incident/Cause Emergency medication required NOT due to adverse event, e.g. undiagnosed student has asthma attack in playground Result School's first aid emergency medication administered for asthma attack or anaphylactic reaction
4.	Incident/Cause Student experiences a reaction / side effects to their own medication Result School's first aid emergency medication administered for asthma attack or anaphylactic reaction
5.	Incident/Cause Unauthorised consumption of medication i.e. student has consumed stolen medication, medication has been shared with others Result Student became ill OR Student did not become ill Note: If police involved, record contact with police on the Incident Report Form


Record	Person Responsible	Procedure
Register of Administration <u>Incidents 1-4</u>	Person administering medication	Complete register as usual Record the incident in Edumate
Incident Report Form <u>All Incidents</u>	Person who administered medication	Complete form Sections 1-8 and give to first aider (if applicable) or relevant Head of School
	Person who gave first aid (if relevant)	Complete sections 9-11 and give form to Head of School
	Head of School	Complete section 12 and give to Safety Advisor
	Safety Advisor	Investigate and review procedures if necessary. Complete section 13 and give form to Principal
	Principal	To sign off (<i>above incidents 1 & 5 only</i>)
	Safety Advisor	Enter details and scan documents into <i>Edumate>Welfare>Safety Incident Register>NEW INCIDENT</i> . Email scanned documents to CCM (<i>above incidents 1 & 5 only</i>) Give form to Registrar
	Registrar	Keep form in student file folder


7 RIGHTS of Safe Administration of Routine Medication


The 7 *RIGHTS of safe medication administration* are based on best practice. Following these 7 RIGHTS reduces the risk of errors occurring when administering medication to students.


If any of the following RIGHTS are unable to be met – DO NOT administer the medication and seek advice from the principal/delegate.

1. Have you got the RIGHT <u>documentation</u>?	
<i>On receipt of the medication, check that:</i>	
there is an Administer Medication Request Form for the medication (Edumate>student name>PRINT>Administer Medication. Print PDF)	
the completed Administer Medication Request Form is current and legible	
any forms completed by the prescribing health practitioner (including medication orders or written advice) are current and legible.	
<i>Before administration, check that:</i>	
you have selected the correct record form to use (i.e. routine or 'as needed')	
you have securely attached all necessary forms together (e.g. consent form, record form, additional information)	
<i>After administration, check that:</i>	
you have completed and signed the Register of Administration immediately after the administration of medication to the student	
you have stored the documentation securely (as it contains confidential information).	
<i>If there has been a medication error, check that:</i>	
you have documented the medication error as per APPENDIX 5 – Recording actions following medication side effects, errors and incidents	

2. Do you have the RIGHT <u>student</u>?	
A student clearly needs to be identified to ensure it is the right student for the medication. This can be done in several ways – depending on the College environment, staff familiarity or turnover, student capability, students with similar names / ages / medications.	
Examples of when this approach is suitable:	How:
➤ if there is a larger student population ➤ if there is a change to staff administering medication e.g. relief staff	by the student stating their name and date of birth
➤ if the student is unable to verbalise their name and date of birth	by matching the student to their photo attached to the request form
➤ if students in the school have similar names	by two-person check
➤ if it is a small school with a known student population ➤ if the same staff member administers medication every time	by sight

3. Do you have the RIGHT <u>medication</u>? 
<i>On receipt of the medication, check that:</i>
the medication has been provided in the original packaging
the information on the medication container matches with the documentation e.g. <ul style="list-style-type: none"> ➤ student's name ➤ directions for administration including dosage, times and route.
<i>Before administration, check that:</i>
the medication will be administered directly from the original container
the medication has not been removed from the original container/packaging/foil/bottle
the medication has not been altered in size prior to being provided to the College (e.g. tablets halved).

4. Are you administering the RIGHT <u>dose</u>? 
<i>Before administration, check that:</i>
the amount of medication to be administered to the student is clearly written on the prescription label e.g. 10 mL or 1½ tablets
the strength of the medication (the amount of active ingredients available in 1 dose, e.g. 250 mg/5 mL) is clearly written on the prescription label and matches the medication order or information provided by the prescribing health practitioner
for medication where the student's dosage is being varied (e.g. insulin, Ritalin), the current medication order or health plan provided by the prescribing health practitioner is always referred to (as the pharmacy label may not be current). Seek clarification from the parent/carer/health practitioner if unsure
for injectable medication or a controlled drug and where possible, two people have checked the medication order prior to administering. Note: for a student who is self-injecting their medication, only one staff member is required to confirm the dose.
<i>After administration, check that:</i>
the student has consumed the medication e.g. swallowed the tablet.

5. Are you administering the medication at the RIGHT <u>time</u>? 
<i>Before administration, check that:</i>
it is right time to administer the medication as per the Administer medication request form
for camps, the time on the Administer medication request form to confirm 'am' or 'pm'
the medication is administered at an appropriate time in relation to special instructions e.g. at meal breaks for medication to be taken with or after food
the medication is administered after a specific time in relation to the previous dose e.g. every four hours
when 'as-needed' medication is administered as a non-emergency response (e.g. paracetamol for a migraine), instructions on the medication packaging has been read and will be followed.
NOTE: Parent/carer verbal permission <u>must</u> be gained prior to administration and recorded on the Register of Administration
medication is only removed from the original container immediately prior to administration to reduce the possibility of deterioration or loss.

6. Are you administering the medication via the RIGHT route?



Before administration, check that:

the medication will be administered as per the route identified on the prescription label and/or the medication order provided by the health practitioner

the advice will be followed on the student's medication request form if the student has any barriers to the medication being administered via the right route e.g. student vomiting and unable to swallow oral medication, student not staying still for injection.

7. Are you storing and disposing of medication in the RIGHT way?



Check that:

controlled drugs are stored securely in a locked location when not being administered

medication is stored in accordance with manufacturer's instructions e.g. stored at a certain temperature, out of direct heat and sunlight

medication is stored in a location that meets the student's individual requirements e.g. with student, in reception, Sick Bay room, in the first aid kit

all medication is in-date (i.e. has not passed the expiry date)

sharps are stored and disposed of correctly and safely

medication that is no longer required by the College is collected by parent/carer or is taken to a pharmacy for disposal.

APPENDIX 7 - Definitions and process for student medical data entry into Edumate

When required information is to be stored in the student's personal file in Edumate. Only appointed officers and the Registrar are authorised to enter data.

Edumate>RECORD MENU>Medical Info

Once in the student's file you need to select the relevant tab the below steps:

Medical Info page tab sections – who is responsible and what information is to be stored where.		
Tab	Person Responsible	Data input sections
General information	Registrar	<ul style="list-style-type: none"> ➤ Medial Alerts ➤ Medical Notes and/or Attachments
Medical Conditions	Registrar	<ul style="list-style-type: none"> ➤ Known Medical Conditions ➤ Known Childhood Diseases (<i>this may identify medications required</i>) ➤ Known Allergies ➤ Asthma History + upload care plan ➤ Medical Condition – anaphylaxis + upload Action Plan
Medications	Registrar	<ul style="list-style-type: none"> ➤ Authorised Medications – OTC treatments ➤ Prescription Medications
Sickbay	Appointed Officers	<ul style="list-style-type: none"> ➤ Administer Medication (for all medication administered – routine and OTC) <ol style="list-style-type: none"> 1) Show - Select Medication Administered from dropdown 2) Date - modify if necessary 3) Person – type student name and click on 'GO' 4) Click on Refresh List button <p>OR</p> <p>Click on Administer Medication button and complete Notes</p>

APPENDIX 8 – Storing signed documents in Edumate

All signed documents pertaining to student medications are to be scanned into Edumate for future reference if required.

Only appointed officers and the Registrar are authorised to scan the below documents into Edumate.

Edumate>History

History page tab		
Tab	Person Responsible	Documents
Student History	Registrar or Appointed Officer	<ul style="list-style-type: none">➤ Scan signed copy of the <i>Administer Medication Request Form</i>➤ Scan signed <i>Risk assessment for determining self-administration</i>➤ Scan any other relevant information i.e. doctors letters)

Procedure

Scan document to scan folder.

Rename document:

Signed Administer Medication Request Form for (name of student + date form signed)
Approved Risk assessment for self-administration of medication (date form signed)

Select *History Tab* in student file



[Click here to insert a new note or attachment](#)

Click on [attachment](#).

Add/Edit Attachment: -

Attachment Name (*as above*)

Attachment File: *Select document from scan folder (delete from scan folder once uploaded)*

Type: *Welfare*

Add / Edit Attachment

Attachment Name

Attachment File:

No file chosen

Attachment needs review: ☐

Type:

☐ Academic reports ☐ Billing ☐ Bus ☐ Complaints
☐ Confidential ☐ Foundation ☐ Learning Task ☐ Letter - Enrolment
☐ Letter - Other ☐ Welfare