

NAMBOUR CHRISTIAN COLLEGE LTD

ADMINISTRATION OF MEDICATION

Internal Policy & Procedure 46.0 WHS 10

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REVISED					
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DOCUMENT OWNER/S	First Aid Officers – Secondary & Junior				

POLICY

1. Introduction

Nambour Christian College (NCC) 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. 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 a specific medical condition, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

For all routine, non-routine and prescribed emergency medication, NCC requires documentation from parents requesting the school to administer the medication. 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.

Paracetamol, ibuprofen and antihistamine may be available to dispense to students if requested via written or verbal authorisation from a parent or guardian for one off instances. For students requiring more regular administration of these medications supply will need to be provided to the First Aid Room by parents/guardians.

PROCEDURES

NCC will keep the following records as outlined in the below:

- Requests from medical practitioners and/or parents to administer medication
- Record of medication in and out of the school
- Documentation of the administration of the medication
- Individual student medical plans, as required.

NCC follows the "Five Rights" of medication administration:

1. **Right person** - check the identity of the student
2. **Right medication** - ensure there is no confusion over the trade and generic name. Check the drug when it is taken from storage, before it is handed to the student, and again as the container is returned to storage. Check the expiry date of the drug and that it is in its original packaging.
3. **Right dose** - check the medication instructions and the documentation
4. **Right time** - check the medication instructions and the documentation
5. **Right route** - check the medication instruction and the documentation e.g. to be taken with food.

Following administration of medication, designated staff will document details accordingly. NCC will store student medical information in an accessible yet secure space, in accordance with the Australian Privacy Principles and the College's Privacy Policy.

In instances where a student refuses to take their prescribed medication the class teacher and parent/guardian will be notified.

2. First Aid Emergency Medications

It may be necessary for staff to administer medication to a student, staff or visitor in the event of an emergency either as a first aid measure or where the individual has a diagnosed emergency medical condition.

If a student requires emergency treatment for a diagnosed medical condition, this should be done in accordance with their personal Action Plan or Management Plan provided by parents/medical staff. Students' own medication will be used in the first instance where provided.

NCC will also retain EpiPen or other adrenaline auto-injector, as well as Ventolin inhaler and spacer in their first aid kits for use in an anaphylaxis or asthma emergency, to be administered to student, staff or visitors if required.

In all instances where an EpiPen is administered by staff an ambulance is to be called by phoning 000.

For students who may require staff to administer emergency medication that requires specialist training beyond that which is covered by their first aid training, (e.g. Glucagon or Hydrocortisone) the Executive Principal shall determine whether this level of care is reasonable to expect of the College, considering the health requirements of the student and level of training and competency of staff. Where applicable the College will arrange for extra training as necessary for willing staff to develop competencies required to administer the relevant emergency medication.

In cases where the College determines that it is in the best interests of the student for an alternative plan to be made for the administration of specific emergency medication (e.g. ambulance/paramedic), this shall be done in consultation with parents and the treating medical team.

3. Adverse Events

If side effects, medication errors or adverse reactions occur following medication administration, first aid staff or other staff will immediately provide first aid and contact either:

- Emergency services (000) where severe reaction including:
 - Collapse
 - Breathing difficulties
 - Severe nausea/vomiting
 - Other severe reaction (hives, swollen lips, pale, sweating) OR
- Poisons Helpline (13 11 26) where the student has no observable adverse reaction.

In all cases of side effects, adverse reactions or medication errors staff will notify the Executive Principal and record the incident and actions taken by staff.

4. Over the Counter Medications

NCC requires medical authorisation for all medications to be administered to students, including over-the-counter medications. All medications carry inherent risks and potential for side effects and as such must be approved for use at school by a registered health practitioner. All medications including over-the-counter must be provided in their original packaging with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Exception may be made for Panadol, ibuprofen or antihistamine which may be administered on occasion, when necessary, with parental/guardian approval, either verbal, written or as recorded in the College's data base (currently TASS).

5. Types of medications

AUTHORISED FOR SPECIFIC STUDENTS			
Medication		Description	Examples
Routine	Short term	For short period of time for acute conditions e.g. infection	- Antibiotics - Ear drops
	Long term	Medications for over long periods of time for specific disorders such as ADHD or health conditions like cystic fibrosis, epilepsy, diabetes and asthma	- Ritalin - Insulin - Asthma medications
As needed	Non-emergency	Non-emergency response to symptoms e.g. rash, eye irritation	- Antihistamines - Allergy creams
	Emergency	Medical conditions such as epilepsy, anaphylaxis, asthma in relation to student individual action plan from health professional	- EpiPen - Asthma medication - Glucagen
NOT AUTHORISED FOR SPECIFIC STUDENTS			
Emergency first aid medication		This medication is stored in the College's first aid supplies for asthma and anaphylaxis	- EpiPens - Ventolin (asthma medication)

6. Blister Packs

In circumstances where students have complex needs or multiple medication requirements, staff may suggest to parents that a blister pack be obtained from the dispensing pharmacist. This will provide a pre-packaged, tamper proof method of medication administration which will simplify the process and reduce risks for staff and the student.

7. Self-administration

There may be students whose parents/carers have approved for them to self-administer their own medication. The Executive Principal may approve students to be responsible for self-administration of medication and self-management of health conditions under the following conditions:

- consultation has occurred with parent/carer and student regarding arrangements for the self-administration of medications and self-management of health conditions and the risks associated with self-administration in a school setting
- the parent/carer, school and prescribing health practitioner, as required, have determined the student is responsible enough to undertake self-administration of medication at school.
- the parent/carer has provided the school with written advice supporting self-administration as provided by the prescribing health practitioner
- agreement has been reached amongst the student, parent/carer and relevant school staff as to where medication is stored and where it is administered
- self-medicating is **not possible for controlled drugs**, under current legislation.

Staff will be notified if students are self-managing and/or self-administering medication and made aware of relevant health conditions. The College will ensure that staff who supervise students who self-administer by injection or injecting pump are provided with appropriate training by the parent or a qualified health practitioner.

A checklist for self-administration is available to assist in determining and reducing any potential risks associated with students self-administering during school and related activities. (See Appendix 1).

Students should not be expected to be fully responsible for self-administration, as their symptoms may not allow them to do so.

8. Controlled Drugs

Controlled drugs, also called 'Schedule 8 drugs', are medications restricted in supply as they pose the potential for dependency or abuse. They are only available via prescription and are identified by 'Controlled Drug' being labelled on the original packaging.

NCC requires all controlled Schedule 8 medication to be brought to the College by the parent or alternate arrangements are discussed prior between parent and authorised staff member for safe transport of medication. These details are to be recorded on TASS by relevant staff. The medication must be kept in the secure medication storage area. At each end of term, NCC will allow a parent to physically present and have the medication signed out to them, to be returned at the start of the next term. NCC can store Schedule 8 medications over the short holiday breaks, but parents are encouraged to sign out Schedule 8 medications before the Christmas break.

9. Storing Medication

All medications have their own storage requirements to maintain their shelf life. Medications should be stored in their original container with detailed instructions in a cool dry area, or fridge where required.

All emergency medications including adrenaline auto-injectors and Ventolin will be stored in an easily accessible and unlocked location.

All non-emergency medication should be kept in a non-portable, secure storage space, with authorised access only.

Risks of storing medications on school grounds:

- Loss of medication
- Theft and misuse to unprescribed people
- Medications becoming unusable due to improper storage
- Inaccessible medications
- Expiry of medication.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.

ISSUE	STORAGE OF MEDICATION
All medications	All medications should be stored safely with considerations to individual medication requirements
Controlled Drugs (e.g. Ritalin and Dexamfetamine)	Must be stored securely in a locked cabinet, due to potential for theft and misuse
Emergency Medication Asthma and Auto injector	Staff are made aware of school's asthma and adrenaline auto-injectors, which should be stored in an unlocked location for easy access in an emergency. All asthma relievers and auto injectors should be stored with student and school action plans and instructions of use.
Diabetes Injections	Store in an unlocked easily accessible location. Manage the risks associated with sharps.

9.1. Expired Medication

It is the parents' responsibility to ensure that the medication provided to the College 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 will be notified. Expired medication must not be administered.

10. Responsibilities

10.1. School Responsibilities

NCC acknowledges its responsibility to:

- Administer medication to students in line with this policy and the related procedures 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
- 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.

10.2. Staff Responsibilities

At NCC employees have a responsibility when administering medication to:

- Attend any training required by NCC to enable them to safely administer medication
- Administer medication in line with this policy and the related procedures.

10.3. Parent Responsibilities

At NCC parents have a responsibility to:

- Act in line with this policy and the related procedures
- Submit the appropriate documentation when requesting the College to administer medication to their child
- Submit any other medical information or records required by the College to administer medication to their child
- Ensure that the medication provided to the College to administer to their child is within its expiry date and appropriately labelled.

10.4. Students Responsibilities

At NCC students have a responsibility to:

- Act in line with this policy and the related procedures
- Allow employees to safely administer medication to them, including swallowing any oral medication.

11. Compliance and Monitoring Record Keeping

Schools should keep the following records:

- Requests from medical practitioners and/or parents to administer medication. This may be included in the student's medical alert plan, or a stand-alone request
- Logs of medication in and out of the College
- Documentation of the administration of the medication should be kept in accordance with the required retention & disposal schedule, including:
 - The name of the person the medication was administered to
 - The name of the person who administered the dose
 - The date of administration
 - The time of administration
 - The dose of administered drug

NCC 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 Principles* and NCC's Privacy Policy.

The first aid officer will document one off medication administration and if prior parental authorisation (as noted on the College database) has been provided a written notification (email/note) will be sent home to parents advising them that their child has received medication that day. If prior authorisation has not been given verbal permission is sought prior to administration of medication. This will document drug, time and dose. When medication is administered, the first aid officer will record all information on the students record in the school's database.

All controlled drugs and regular non-emergency medication will also be documented with appropriate signatures including parents, first aid officers and any relief staff and followed up with details of visits. All records will also be uploaded to the College's database. See administration of medication form (Appendix 2). Records will be kept in accordance with the required retention & disposal schedule. Records will be kept in line with *Australian Privacy Principles* and NCC's Privacy Policy.

If the first aid officer should become aware of an accidental medication overdose, the student displays side effects, or the first aid officer or teacher is concerned, Poisons Information 13 11 26 should be contacted, and their advice documented and followed.

12. Camps and Excursions

The following checklist will provide considerations for staff to assist in their planning of camps that require first aid kits and medications for students. See attached request to administer medication during camps and activities forms (Appendix 3). There are separate forms for Junior and Middle/Senior schools.

PRIOR TO CAMP/EXCURSION, STAFF HAVE:	CHECK: Yes or No
Advised parents/guardians that all medications require parental permission for staff to administer and must be prescribed by a medical practitioner.	
Request parents to provide all medications in original packaging with clear visibility of names and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.	
List of all students attending and all their health needs for staff to familiarise themselves with.	
Identify students with special health needs and liaise with parents and health practitioners to implement any further planning and management required.	
Ensure and familiarise themselves with all first aid kits and make sure they are up to date with the requirements of the attending camp.	
Maintain a register of medications required for students on camp.	
Have recording sheets for all students with medications and the administration of medications (Appendix 4).	
All medications stored safely and securely, including controlled medications.	
Suggest parents provide medications in blister packs where students have complex and/or multiple medication requirements.	

Appendix 1 – Checklist for Student Self-Administration of Medications

This process may be used to assist the first aid officer/year level coordinator in checking risks with approved students to administer their own prescribed medication. The following factors should be considered:

FACTORS TO CONSIDER IF A STUDENT CAN:	Yes or No
Competently and safely administer their own medication	
Follow their timetable, and times for medication to be taken	
Practice secure storage of medication	
Safely dispose of sharps	
Understanding of out-of-date medications	
Understanding of other student behaviours and proximity to maintain safe and respectful space	

This section is not relevant to the Junior School except for asthma medication where approved, or other conditions with the approval of the Executive Principal and in consultation with parents and relevant health practitioners (e.g. diabetes management).

Appendix 2 – Administration of Medication

Section 1 – Details of medication to be administered by College staff (Parent/Carer to complete)																																
Student name															Date of birth																	
Parent/carers name															Contact phone number																	
I hereby request that school staff administer the following medication to my child at school or during school related activities, as specified in this section.																																
Name of medication					Dosage (e.g. 1 tablet)			Strength (e.g. 10mg)			Route (e.g. oral)					Time/s to be given during school																
Additional information																																
Parent/carers signature															Date																	
Section 2 – Record of administration of a single medication at school (School use only)																																
KEY: A – Student absent; S – Self administration; P – Parent/carers administered medication; X – School closed; O – Off campus; N/S – No supply of medication → Contact parent/carers; R – Student Refused → Contact parent/carers																																
MONTH	TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Appendix 3 – Administration of medication for camps and excursions

REQUEST TO ADMINISTER MEDICATION DURING CAMP/ACTIVITY



Request form to be completed, printed, signed and returned:

- Junior School forms return to the First Aid Officer
- Middle/Senior forms return to the Camp Leader

1. Parents must include instructions for administration of the drug, and any special needs of the student.

All medication must be in original packaging and have a pharmacy label detailing prescription instruction.

2. The Executive Principal will authorise a staff member/s to administer medication. Medication will not be administered unless the following is complied with:

All medication (including over the counter medication) must be in its original packaging and fully labelled by a health care professional or pharmacist, showing:

- The name of drug
- Use by date
- Name of medical practitioner prescribing the drug
- Name of student
- Dosage
- Frequency of administration

3. All medication must be handed in before departure to the camp/activity:

- Junior School medications hand to the First Aid Officer
- Middle/Senior School medications hand to the camp/activity leader

4. Parents must ensure that medication is not out of date and that sufficient quantities of the medication are provided.

5. EpiPens **MUST** be provided, and students/designated staff must carry it at all times.

6. If a member of school staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she will secure the medication, store it securely and notify the Executive Principal. The Executive Principal or designated members of staff will contact the parents.

7. No natural remedies will be administered by staff.

Please complete the following:

Name of Student:	Year:
Diagnosis/condition requiring medication:	
Name of Drug:	Use by date:
Dosage:	Frequency of Administration:
Is package fully labeled? Yes / No	
Are there any special details we need to know? If yes, please give details:	
Name of Parent:	Contact Number:
Signature of Parent:	Date:

Appendix 4

Medication Administration Record for Camps, Excursions and other Off-site Activities

Please check you have the:

Right Student, Right Medication, Right Dose, Right Time, Right Route.

Student Name	Date	Medication Name	Dose	Time Due	Dispensed by	Time Given	Administered by (name and signature)	Witness (name and signature)