



## Purpose

These procedures document requirements in schools to implement the St Paul's Administration of Medication policy. MACS staff maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the MACS Privacy Policy and Standard Collection Notice.

## Scope

St Paul's Administration of Medication Procedures applies to:

- the principal, all staff, including casual relief staff and volunteers
- all students who require any form of medication (over the counter or prescription) to be administered at school or during school activities
- parents/guardians/carers of students who require medication to be administered during the school day or during school activities.

It does not apply to:

- the provision of medication for anaphylaxis which is provided for in St Paul's Anaphylaxis Policy
- specialised procedures which may be required for complex medical care needs.

## Procedures

### Authorisation of medication administered to schools

#### 1. Authorisation of medication to students

- 1.1. For medication to be administered to a student in the school environment, including excursions, camps and overseas travel, parents/guardians/carers must request in writing that medication be administered to their child.
- 1.2. The principal or their delegate and parents/guardians/carers may discuss possible alternatives or arrangements for the medication to be administered outside of the school environment where possible.
- 1.3. Parents / guardians / carers are responsible for providing a Medication Authority Form (MAF) to the school via a hard copy paper form containing the medication/s to be administered, and the medication requirements (dosage, method of administration, frequency, times of day, storage) at the time of enrolment or when notified of the required administration of medication in the school environment.
- 1.4. Medication must not be administered to a child being educated and cared for unless the MAF is authorised by an Australian Health Practitioner Regulation Agency (AHPRA) registered medical / health practitioner except in exceptional circumstances.
- 1.5. The principal or delegate may agree to proceed with a MAF signed by only the parent/ guardian/carer in exceptional circumstances, for example, short-term (1-2 days), for the administration of over-the-counter medication at school or during off-site activities such as camps.
- 1.6. Where relevant to a student's ongoing medical / health needs, administration of medication is also be included in the student's general or condition specific medical management plan and student health support plan (see St Paul's Medical Management Policy).

- 1.1. A medical management plan may not be a requirement for approving the administration of medication for students with a MAF, signed by their parent/guardian/carer and an AHPRA registered medical practitioner or pharmacist, for example, a diagnostic report for attention deficit hyperactivity disorder (ADHD) signed by a paediatrician, which prescribes ongoing medication but does not require active medical management.
- 1.2. The principal or their delegate approves all ongoing and regular administration of medication (over the counter or prescription) by the school. No other school staff, including school nurses or other relevant employees, can provide authorisation.
- 1.3. The principal is responsible for ensuring that each child's enrolment record, includes medical, health and wellbeing issues and details of any person who is authorised to consent to medical treatment or administration of medication to the child as part of the enrolment process.

## Communication with parents / guardians / carers

### 2. Communication with parents / guardians / carers

- 2.1. School staff will refer to written permission and guidance about the administration of all medication within the school environment and during school activities (over the counter or prescription) via the MAF, signed by the parent / guardian / carer, and where required, also by a medical/health practitioner. This includes when students are required to be administered medication on camps or excursions, or events outside of school.
- 2.2. Parents / guardians / carers are required to provide this information as needed, prior to camps and excursions, and if the child's medical condition changes, requiring a change to medication.
- 2.3. The principal is responsible for ensuring that a MAF is received and updated when the medical advice regarding the medication method, timing, and dosage changes.
- 2.4. The principal or delegate is to communicate with parents / guardians / carers in circumstances where medications are close to expiry, the advice provided in the MAF cannot be followed due to student non-compliance, or in the event of a medication error or medication allergic reaction.

## Administration of medication

### 3. Administration of medication to students at school

- 3.1. Parents / guardians / carers are required to provide the school with the medication in its original packaging, within the expiry, with the name of the student (for prescription medication) and outlines instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature.
- 3.2. The school is responsible for administering the medication in accordance with the MAF for the student.
- 3.3. No over the counter or prescribed medication is to be administered beyond the instructions on the original packaging unless written recommendation is provided by an AHPRA registered medical practitioner or pharmacist.
- 3.4. If clarification is required around the administration of the medication, the principal or delegate may determine that further medical advice is necessary.
- 3.5. School staff who are responsible for the supervision of a student who is to receive medication at a given time are to be informed that the student is to be released to obtain their medication and release the student from class to obtain their medication
- 3.6. As a preventative measure against allergic reaction, the first dose / application of any medication required to be administered at school should be administered under the supervision of a parent / guardian / carer or health professional rather than at school.
- 3.7. The principal or delegate is responsible for ensuring that staff are provided with condition-specific training where this is required to competently administer the medication. St Paul's staff may require additional, specific training for administering specialised medications for example, injections, intravenous injections, rectal

suppositories, through the Schoolcare Program at Royal Children's Hospital or specialised health service providers.

- 3.8. The person administering the medication to the student at the given time notes the medication administration in the school's medication log. A paper copy will be stored in a folder in the First Aid room. When the medication has been administered, two adults will be present and will sign the school's medication log. The principal or delegate is responsible for ensuring the medication log is established and maintained.
- 3.9. Good practice is to have two staff members supervising the administration of medication, checking the identity of the student and checking the information noted on the MAF.
- 3.10. The Deputy Principal together with the Administration staff is to maintain a log of all medication administered in the school environment. The medication log is located in a cupboard in the First Aid room. Individual student medications are also stored in the First Aid cupboard. Students have individual storage containers that are clearly labelled with their name and a photograph. Medication that is stored and located within individual storage containers must have a labelled box (from the pharmacist) outlining the child's correct details, name, medication type and dosage.
- 3.11. In any instance where a staff member is concerned about a student's reaction after receiving medication, the staff member should seek emergency medical assistance.
  - **Staff members are to provide first aid assistance and seek emergency services.**
  - **Notify the parents/guardians/carers of the reaction**
  - **Review the school's first aid and medication administration procedures, as appropriate**
- 3.12. The principal or delegate are to communicate and review the advice with parents/guardians/carers if the advice provided in the MAF cannot be followed due to student non-compliance or unclear instructions.

## Storage of medications

### 4. Storage of student medications

- 4.1. The principal or their delegate is responsible for ensuring the safe and secure storage of medication that is within its expiry date and in accordance with relevant storage instructions.
- 4.2. Parents/guardians/carers are responsible for providing medication that is within its expiry date and replacing medication, if necessary, that has expired.
- 4.3. The quantity of medication stored will not exceed a week of supply, other than in circumstances where a long-term arrangement has been implemented and documented regarding the student's health care needs.
- 4.4. The principal or delegate should take reasonable steps to store the medication securely, clearly labelled for that specific student and according to the medication's instructions (e.g., requires refrigeration). Schools are to outline the process for receiving, storage and disposing medication
- 4.5. When determining a secure location, it must be located away from the first aid kit and in an area only responsible staff can access.
- 4.6. The principal or delegate must maintain a storage log of all medication stored for students in the school environment, including for camps and external events.

## Self-administration of medication by students

### 5. Student self-administration of medication

- 5.1. The principal or delegate will consult with parents/guardians/carers (or adult or independent student) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school.
- 5.2. A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:

- 5.2.1. this has been approved by the principal, after considering the safety of other students
- 5.2.2. it is in accordance with written permission provided by an AHPRA registered medical practitioner or pharmacist or in limited circumstances, where such written permission cannot be provided by an AHPRA registered medical practitioner or pharmacist, by the relevant parents/guardians/carers (or adult or independent students) where the medication is available over the counter from a pharmacy
- 5.2.3. the medication does not have storage and administration requirements that prevent it from being self-administered
- 5.2.4. the ability, maturity, and willingness of the student to self-administer is such that self-administration is reasonable and appropriate
- 5.2.5. does not create unsafe access to medication for other students
- 5.3. Where the school and parents/guardians/carers and where appropriate, the student determines a student can self-administer the medication, the MAF must still be completed, indicating student self-administration on the form.

## Emergency or errors in the administration of medication

### 6. In the event of error in medication administration

- 6.1. If an error occurs in the correct administration of medication by a staff member or in self-administration by a student, the following steps are to be taken:
  - 1. Administer first aid as required. This may be in accordance with the student's general/condition specific medical management plan (if applicable) or school's [First Aid Plan for Anaphylaxis](#)
  - 2. Call the Poisons Information Line (13 11 26) and act on their advice, for example, calling an ambulance on 000.
  - 3. Notify the parents/guardians/carers of the error and what has been done following the error
  - 4. Contact the Regional Office and advise the Regional General Manager (RGM) of the incident
  - 5. Complete an Incident Report
  - 6. Review the school's first aid and medical management procedures, as appropriate
- 7. In the case of an emergency
  - 7.1. Staff members are to provide first aid assistance and seek emergency services.
  - 7.2. An AHPRA registered medical practitioner, or an emergency service may provide authorisation for medication administration.
  - 7.3. Medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency as per [First Aid Action Plan for Anaphylaxis](#) and [Asthma First Aid plan](#) respectively

## Communication about these procedures

### 8. Communication plan

- 8.1. At the commencement of each school year and then again half way through the year, all staff are provided with a Medical Management briefing. During this briefing, all staff are informed of students who have medical conditions and who require medication. Further to this, individual staff members are briefed by the Deputy Principal about how to administer medication, store medication and respond to a medication error of a student in various environments:

- During normal school activities, including the classroom, in the school yard, in all school buildings and sites including PE locations and the school hall, the classroom teacher will set an alarm on his/her phone to notify them that a child requires medication at a particular time. The teacher will direct the nominated Learning Support Officer (LSO) to take the child to the First Aid room to receive their medication. The medication will be administered in the First Aid room in the presence of two witnesses. The medication log will be signed during this time also
  - during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school, medication will be signed out by the supervising teacher. A log will be kept of all medication that is taken off site. When medication needs to be administered offsite, two adults will again be present and witness the child receiving their medication. They will sign an offsite medication log. Upon the return to school, the administration of medication will be recorded and all medication that was taken off site will be signed back in.
- 8.2. Within the School Environment - Upon their arrival at school, casual relief staff or volunteers will be informed by the Deputy Principal and/or classroom teacher (when possible) if there is a child in their care requiring medication. Casual Relief staff will be provided with a nominated classroom folder which outlines individual student needs for children in that class. This will highlight any student requiring medication. They will be informed of their role in supporting or administering medication to the student in their care. They will also be informed of the process that will be followed when a student requires medication.
- 8.3. Communicated to our school community:
- Included in staff induction processes
  - Available publicly on our school's website
  - Parents are informed by the Deputy Principal that they are required to complete a Medication Authority Form. Upon completion, they then make a time to meet with the Deputy Principal / Administration staff. During this time, medication is handed in, dosage and time of administration is communicated by the parent and noted by the Deputy Principal.
  - If the school is informed that a child requires medication upon enrolment, the relevant paperwork is shared in the enrolment pack
  - Medical Management is referenced annually in the school newsletter
  - Administration of medication is referenced in the staff handbook
  - Discussed at staff briefings/meetings as required
  - Discussed at parent information nights/sessions
  - Made available in hard copy from school administration upon request

## Definitions

### **AHPRA registered medical practitioner or pharmacist**

A medical practitioner or pharmacist registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession, whether the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

### **Administration of medication**

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

### **Delegate**

A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.

### **General / condition specific medical management plan**

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current

medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for medication, and be dated.

### **Melbourne Catholic Archdiocese Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### **MACS school or school**

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

### **Procedure**

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS, MACS schools and MACSEYE.

### **School environment**

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).

### **School staff**

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

### **Student**

Student means a person who is enrolled at or attends a MACS school.

### **Student Health Support Plan**

The Student Health Support Plan is aligned to the medical management plan and must be developed by the school in consultation with the student's parents / guardians / carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

## **Related policies and documents**

### **Supporting documents**

St Paul's Medication Authority Form  
Administration of Medication Policy for MACS Schools  
St Paul's Administration of Medication Policy

### **Related MACS policies and documents**

Excursions, Camps, and Travel Policy

First Aid Policy for MACS schools  
 St Paul's First Aid Policy  
 Incidents and Injuries Report Form  
 Medical Management Policy for MACS schools  
 St Paul's Medical Management Policy  
 St Paul's Medical Management Procedures  
 St Paul's General Medical Management Plan  
 Medical Management Plan – Acquired Brain Injury  
 Medical Management Plan – Cancer  
Medical Management Plan – Cystic Fibrosis  
Medical Management Plan – Oral Eating and Drinking  
 Medical Management Plan – Positioning and Transfer  
 Medical Management Plan – Toileting, Hygiene and Menstrual Management  
 Toileting and Personal Care including Menstruation Learning Plan  
 Toileting and Personal Care Learning Plan  
 St Paul's Student Health Support Plan

## Legislation and standards

*Disability Discrimination Act 1992 (Cth)*  
*Equal Opportunity Act 2010 (Vic)*  
*Occupational Health and Safety Act 2004 (Vic)*

## Policy information table

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