

347 Medication Management Policy

Purpose

1. To outline a process for the storage and management of prescribed student medication.
2. Community College Gippsland (CCG) and ECG Secondary College (to be referred to jointly as CCG for this policy) is obliged to comply with reasonable requests for assistance in the storage of medication.

Scope

3. This policy applies to the storage of medication to all students and employees at CCG.

Policy

4. CCG does not administer medication or provide headache or pain relief to students. The exception being - CCG Staff may administer or assist those students who are listed as suffering Anaphylaxis or Asthma as per CCG's policies and procedures.
5. CCG will provide students with the option of storing prescribed medication securely for self-administration.
6. Students with complex medical needs, will require a Specific Health Management Plan that includes actions in an emergency. This must be approved by a medical practitioner. If an emergency response is required outside of the agreed plan, then emergency services should be consulted, and parent/carer/guardian contacted.
7. CCG will consider the management of a student's request to store their medication when there is no reasonable alternative, and a prescribing health practitioner has determined the student requires the medication during the class hours or when attending out of hour events such as camps.
8. Students must complete and submit the Storage of Medication Management Plan with all information and details provided by all parties to the CEO, Principal or Authorised Delegate for review and approval prior to bringing the medication on campus.
9. Students are responsible for the control of their own medication and for taking the prescribed dosage as required.
10. CCG is to be notified immediately by the student or parents/carer/guardian (if the student is under 18 — CCG only) of any changes to the student's medication management plan.
11. The CEO or Principal (or their delegate) may make special arrangements for that student where an unexpected special circumstance exists in the storage of their medication, and in consultation with the parent/guardian/carer for ECG students of all ages (unless enrolled as an independent minor), or under 18 years of age for CCG students only.
12. The student and/or parent/guardian/carer must provide the medication in a properly labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be stored at CCG unless there is a need for larger amounts to be sent, by agreement with CCG.
13. All Storage of Medication Management Plans expire within 12 months of being written and must be renewed.
14. CCG will keep a current record of students with stored medication.

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Offsite Activities

15. Students attending Offsite Activities are to ensure they carry the correct amount of medications. The teacher in charge or delegated staff member will review the student plans and have access to them while at the activity. Outside of normal school hours additional medication arrangements will require a modified medication plan to be provided.
16. Students identified with specialised and complex medical health needs will require additional planning to manage their health condition while attending the activity. Planning will be conducted with the student and parent/carer/guardian for students of all ages enrolled at ECG, unless enrolled as an independent minor, and if under 18 years for those students enrolled at CCG and approval from a qualified health practitioner may be required.
17. It is the full responsibility of the student/parent/guardian/carer to provide CCG with the medical information required to manage any known, diagnosed, or possible medical emergency situations which may require specific action or treatment under emergency conditions. Parents/Carers/Guardian are required to provide a Management Action Plan and may be required to meet with the principal or delegate to review and plan an agreed response in an emergency.
18. CCG staff will call an ambulance immediately in an emergency.

Safe Storage of Medication

19. Prescribed medication will be stored safely in a lockable office, staff room or cupboard which can only be accessed by authorised persons.
20. Medications that require refrigeration will be stored in the staffroom fridge and under the care of the staff member who is responsible for the student. The medication must be in a properly labelled container which shows the name of the drug, name of the student, the dose and frequency.
21. It is the responsibility of the parent/guardian/carer to ensure that the medication is clearly labelled, is not out of date and is provided in sufficient quantities for the student's needs.

Medication Side-Effects

22. All medications have the potential for side effects. It is recommended that the student take the first dose of medication at home to determine if they are likely to experience any side effects and advise CCG if there are any concerns.

Self-Administration of Routine Medications

23. Students who require routine administration of medications to manage their health condition will be supported by CCG staff through:
 - incorporating their medication needs in the management of their class times.
 - take into consideration the student's confidentiality and privacy and provide a private space for administering their medication.

Definitions

Controlled Drugs (Schedule 8 Drugs):

Prescription medication, such as Ritalin and Dexamphetamine, have the potential to cause dependence or be abused. These are controlled substances and are to be stored in a locked cabinet.

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Management Action Plan:

Developed by a medical or qualified health practitioner to provide guidelines to support a student with their specialised health need/s, for example anaphylaxis or asthma. There are a variety of nationally approved and standardised Management Action Plans as developed by peak medical organisations available for medical or qualified health practitioners to complete.

Medical Authorisation:

For the purposes of this procedure, medical authorisation may take the form of a prescribing health practitioner's letter, an Action Plan or Individual/Emergency Health Plan signed by the health practitioner or the original medication with a completed current pharmacy label.

Medical Practitioner:

A doctor registered with the Medical Board of Australia, through the Registers of Practitioners, [Australian Health Practitioner Regulation Agency \(AHPRA\)](#).

Medication Error:

Any preventable error in administration that may cause or lead to harm to a student. Medication errors in a campus environment occur for a variety of reasons, for example:

- misreading label
- poor labelling
- a student taking another student's medication.

Medications:

For the purposes of this Policy, medications are categorised according to the method for purchasing the medication (over-the-counter medications, prescription medications) or the frequency within which the medication is administered (emergency medication, routine medication, short-term medication).

Emergency Medications:

Medications required for the emergency treatment of medical conditions, e.g., Midazolam for specific seizures, adrenaline auto-injectors for anaphylaxis, blue reliever for asthma.

First Aid Emergency Medications:

Medications which are dispensed in devices that non-medical personnel can be trained to use as a first aid response and retained in the school's first aid kit, e.g., adrenaline auto-injectors for anaphylaxis, asthma reliever for asthma.

Over-the-counter Medication (OTC):

Medications for self-treatment, purchased from pharmacies, supermarkets, health food stores and other retailers, without advice from a medical practitioner. Examples include cold remedies, cough syrups, anti-fungal treatments, non-prescription analgesics such as paracetamol as well as alternative medicines (traditional or complementary) such as herbal, aromatherapy and homoeopathic preparations, vitamins, minerals, and nutritional supplements.

Prescription Medication:

Medications prescribed by a prescribing health practitioner and are dispensed by a pharmacist. It is often difficult for parents/carers to obtain a separate written authority from their medical practitioner to give to the school, as the pharmacist and the doctor recognise that the doctor's prescription is the legal written authority required. Therefore, the presentation of the original medication container with an attached prescription pharmacy label constitutes a medical authority.

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Routine Medication:

Prescription medication required regularly for management of a specific disorder, e.g.: attention deficit hyperactivity disorder; or health condition, e.g.: cystic fibrosis. epilepsy, diabetes.

Short-Term Medication:

For the purposes of this procedure, prescription medication required for acute conditions, e.g., one course of antibiotics to treat infection.

Pharmacy Label:

A label attached to the original prescription medication container including the:

- student's full name
- strength and description/name of the medication
- dose and route of administration (may include the duration of therapy)
- initials/logo of the pharmacist taking responsibility.
- time or interval the medication is to be taken.
- any other relevant directions for use, e.g.: whether the medication is to be taken with food.

The pharmacy label may also include the name of the medical practitioner, which indicates that it has been prescribed.

Prescribing Health Practitioner:

A health professional who has completed the appropriate training, giving them the authority to prescribe certain medications under the [Drugs, Poisons and Controlled Substances Act 1981 and Regulations 2017](#) e.g. medical practitioner (doctor), dentist, optometrist, nurse practitioner.

Qualified Health Practitioner:

A health professional with the relevant licencing, skills, and knowledge to assess, plan and evaluate care. This can be the student's treating medical practitioner/health team or State Schools Registered Nurses (SSRN). Qualified Health Practitioners are registered with the [Australian Health Practitioner Regulation Agency](#) or eligible for membership in the relevant national professional body.

Route of Administration:

The method by which medication is administered may include:

- oral: given via the mouth is: swallowed in the form of a tablet, capsule, or liquid.
- sublingual: placed under the tongue and absorbed via the mucous membrane.
- enteral: given via nasogastric or gastrostomy tube.
- topical: substance applied directly on the skin or area directed as a cream, ointment, skin patch, ear/eye drops.
- inhalation: such as inhalers and spacers for asthma
- injection: a needle given into a fat layer or muscle through the skin such as adrenaline auto-injector or insulin.
- rectally: suppositories or enemas.

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Relationships

Internal:

- 133 Student Wellbeing & Engagement Policy
- 301 First Aid Policy and Procedures Handbook
- 302 Anaphylaxis Policy & Procedures
- 302-1 Anaphylaxis Management Procedures
- 303 Asthma Policy and Procedures
- 347-1 Medication Management Procedure

External:

- Department of Education and Training Medication Policy
- The Drugs, Poisons and Controlled Substances Act 1981
- Drugs, Poisons and Controlled Substances Regulations 2017
- Australian Health Practitioner Regulation Agency.

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