

347 Medication Management Policy

Purpose

1. To outline the process for complying with reasonable requests for assistance in the correct storage and management of medication.

Scope

2. This policy applies to:
 - a. Community College Gippsland (CCG) and ECG Secondary College (to be referred to as CCG for this policy)
 - b. the storage of medication for all students and employees at CCG.
 - c. all medications including prescription and over-the-counter medication.

Policy

3. CCG will not:
 - administer medication or provide headache or pain relief to students as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.
 - allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner.
 - allow use of medication by anyone other than the prescribed person except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.
4. If a student requires medication, CCG encourages parents to arrange for the medication to be taken outside of school hours. CCG understands that a student may need to take medication during college hours or during college activities. In these instances, CCG will follow processes outlined in the 347-1 Medication Management Procedure.
5. CCG Staff will administer or assist those students who are listed as suffering Anaphylaxis or Asthma as per CCG's policies and procedures.
6. CCG will provide students with the option of storing prescribed medication securely for self-administration, when a prescribing health practitioner has determined the student requires the medication during class hours or when attending a college event, or activity.
7. 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, emergency services should be consulted, and a parent/carer/guardian contacted. Refer to the 309 Health Care needs policy
8. Students must complete and submit the 347-1A Authorisation and Storage of Medication Management Plan with all information and details provided by all parties to the Campus Principal, Executive Manager Training or Authorised Delegate for review and approval prior to bringing the medication on campus.
9. CCG staff will assist students to self-administer the prescribed dosage as required and stated in the Authorisation and Storage of Medication Management Plan.
10. CCG is to be notified immediately by the student or parents/carer/guardian of any changes to the student's medication management plan.
11. The Campus Principal, Executive Manager Training (or their delegate) may make special arrangements for that student where an unexpected special circumstance exists in the storage

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of their medication, and in consultation with the parent/guardian/carer for ECG students of all ages (unless enrolled as an independent student or mature minor), or under 18 years of age for CCG students only.

12. Minimal quantities only should be stored at CCG unless there is a need for larger amounts to be sent, by prior agreement with CCG.
13. All Authorisation and Storage of Medication Management Plans expire within 12 months of being written and must be renewed annually.
14. CCG will keep a current record of students with stored medication.

Offsite Activities

15. Students attending Offsite Activities are to ensure they carry the correct number 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 student or mature 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. Parents, carers/guardians are strongly encouraged to take out ambulance coverage as CCG insurance policies do not include ambulance coverage for students.

Safe Storage of Medication

19. Student 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 a secure refrigerator with authorised access only.
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.

Self-Administration of Routine Medications

22. 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.

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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.

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.

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
- 309 Health Care Needs Policy
- 347-1A Authorisation and Storage of Medication Management Plan
- Medication Action Plan

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.
- VRQA Minimum Requirements for school Registration
- Ministerial Order 706 Anaphylaxis management in Victorian Schools

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