



### **Purpose**

St Mary's College is committed to the provision of an effective first aid service to ensure the health, safety and wellbeing of all staff, students and visitors who may be affected by illness, accidents, incidents or injuries, whether on or off College premises.

### **Rationale**

This policy details how routine, emergency and over-the-counter medications are to be administered to students at St Mary's College. Whilst the administration of medication is the responsibility of the parent or carer with legal responsibility for the student, College staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) where medication is given during school hours or at college activities.

### **Policy Guidelines**

#### **Identifying Students with Health Conditions**

When an Application for Enrolment is completed, or through information obtained from St Mary's Primary as our feeder school, it may be identified that a student has a medical condition.

#### **St Mary's Primary School**

If it is identified that a student has a medical condition a meeting will be held to develop an Individual Health Care Plan or for the College to obtain an Emergency Action Plan.

#### **All other feeder primary schools**

At the time of a student's enrolment interview it will be determined whether the information provided by the parents indicates the need for an extra discussion to develop an Individual Health Care Plan or for the College to obtain an Emergency Action Plan.

If the student requires:

- routine prescription both short or long-term medication
- over-the-counter medication

to participate in the full range of College activities an extra discussion will be had with the parents to develop an Individual Health Care Plan.

If the student requires emergency medication for:

- anaphylaxis
- diabetes
- asthma and
- epilepsy

an extra discussion will be had with the parents and in addition to the Individual Health Care Plan they can provide an Emergency Action Plan.

#### **Individual Health Care Plan**

Prior to the student starting, a meeting will be held with the student's parents, the Principal and the Student Receptionist to develop an Individual Health Care Plan (Appendix 1). In term 4 the year prior to the Student commencing our Student Receptionist will make contact to determine if there has been any changes and discuss the need for another meeting.

The plan will contain:

- strategies for specific at-risk activities and discuss how the College will ensure the safety of the child
- medical information provided by the child's medical practitioner, and
- emergency contacts



For those medications where doses may vary, clear instructions shall be included in the plan. A letter from the prescribing medical practitioner should accompany the plan, outlining the conditions in which the dose is to be varied and the correct dose when those conditions are present (e.g. sliding scales for insulin, varied doses for some stimulant medication based on behaviours).

Where necessary, further information on possible adverse side effects is provided to the College with instructions on any management that may be required.

The College will discuss regularly the relevant parts of a student's Individual Health Care Plan with staff including strategies for avoiding risk and any relevant Emergency Action Plans. The College will identify and provide training to nominated staff that are responsible for the care of this student.

### **Emergency Action Plan for - Anaphylaxis, Diabetes, Asthma or Epilepsy**

Prior to the student starting, a meeting will be held with the student's parents, the Principal and the Student Receptionist to provide and discuss the Emergency Action Plan. In term 4 the year prior to the Student commencing our Student Receptionist will make contact to determine if there have been any changes and discuss the need for another meeting.

An Emergency Action Plan is required in addition to an Individual Health Care Plan and is developed and signed by the prescribing health practitioner and shall contain:

- details of the emergency medication prescription and
- instructions for appropriate administration

The Principal will ensure that the College has in place the relevant emergency response procedures:

- Emergency response for anaphylaxis
- Emergency response for diabetes
- Emergency response for epilepsy
- Emergency response for asthma

The College shall contact the ambulance following an emergency event such as anaphylaxis requiring the use of an Epi-pen, or an asthma attack requiring repeated asthma first aid and have the student taken to hospital.

The student's parents will be contacted where emergency medication is given.

### **Self-administration or Assisted Administration of Medications**

In certain cases, students may be responsible for the self-administration of medications in accordance with the following:

- parents must provide a written request, with guidelines and procedures from the medical practitioner for the student to be responsible for administering their own medication
- the Principal considers the students capability of assuming this responsibility at school
- if appropriate, the Principal approves student's self-medication on receipt of information and written authorisation from the parents and medical practitioner
- the student, parents and College will agree on where medication is stored, and where and how it is administered
- staff expected to supervise self-administration by injection or pump are provided with appropriate training by the qualified health practitioner or parent who has received instructions/training by the qualified health practitioner, and
- storage arrangements for self-administered medication shall be monitored

### **Review of the Individual Health Care Plan and Emergency Action Plan**

The Principal shall ensure that a student's Individual Health Care Plan and Emergency Action Plan is reviewed annually at the beginning of the school year. It may also be necessary to review the plan whenever there are changes in:

- the student's health needs



- staff, particularly class teacher, or any staff member who has a specific role in the plan, or
- other factors that affect the plan, for example, when an allergic reaction or anaphylactic event occurs.

## Education of Staff and Students on Health Conditions at the College

All staff (including specialist staff, new staff, teachers and ancillary staff) are provided with the following:

- information on all students who have a health condition requiring medication
- factsheet on anaphylaxis
- the college's management strategies
- where the medication is stored, and
- first aid procedures for those students

Staff are informed of warning signs, triggers and emergency responses for health conditions requiring medication or other management.

## Medication

The College shall assist those students where a medical practitioner necessitates the use of medication. Medication, shall be provided by the parents in the original container not past its expiry date. Parents must provide a completed Student Medication Request Form (Appendix 2) before any medication is administered. This form is required for both short and long-term medication and can be found on the front page of the Parent Portal and Web Site. Over-the-counter including complementary medications will not be supported by the College without advice from a medical practitioner.

For any prescribed medication, the following information is to be provided on the pharmacy label:

- name of the person authorised to take the medication
- dosage
- date and time to be taken, and
- medical practitioner's name

## Administering of Medication

St Mary's College has first aid attendants, teachers and other college staff, who are responsible for the care of students requiring medication. They are required to:

- receive suitable training in how to recognise and respond to an emergency situation
- accompany students who require medication on trips
- not administer intravenous injections, and
- abide by the "Five Rights of Medication Administration" (Appendix 6)

## Medication Register

An entry must be made into a register every occasion when staff assist a student to take their medication. The Student Medication Register is used to record every occasion when routine prescription, emergency, over-the-counter or paracetamol medication is given to a student. The register shall record:

- the name of student
- name of medication
- exact dosage
- time that medication was given, and
- the staff member helping with the medication.

In the case of regular medication, parents/carer will be notified if a student has not taken their medication.

## Storage of Medication

- Medication is to be stored away from direct heat in an easily accessible and secure location
- each student's medication should be labelled so that it is easy to tell apart, and
- medication should be checked regularly to make sure it is not out of date



Emergency medication such as for diabetes, anaphylaxis and asthma

- should be kept in an unlocked location
- teachers should be familiar with its location, and
- emergency response procedures should accompany the medication

Any unused portion of medication will be returned to the parents when it:

- has passed its expiry date
- no longer has to be given to the student, or
- is the end of the school year

### Medication on Camps/Excursions

Medication for students attending an excursion or College camp should be given to the organising teacher in a zip lock bag with a completed Medication Request Form by the parent upon departure of the camp or excursion.

If medication or an EpiPen held at the College is required to accompany the student on a camp or excursion the parent/carer must contact the Student Receptionist and organise for this medication to be taken by the organising teacher.

<b>Appendix:</b>	1 Individual Health Care Plan, 2 Medication Request Form
<b>Responsibility for implementation:</b>	Staff, students and parents and guardians
<b>Policy status:</b>	New
<b>Key stakeholders:</b>	Staff, students and families
<b>Endorsement Body:</b>	Senior Leadership Team
<b>Policy Author:</b>	Business Manager
<b>Date of Review:</b>	2018
<b>Date of Scheduled Review:</b>	2021

The content of this policy can be changed at the College's discretion at any time without notification.



Appendix 1: Individual Health Care Plan

Student's name:			
Date of birth:			
Health conditions: (if anaphylactic, also list allergens)			
Medication at school:			
Storage location:			
Medication dose:			
Time to be taken:			
Start date:		Finish date:	
Parent contact:	<b>Parent information (1)</b> Name(s): Relationship to child: Address: Home phone: Work phone: Mobile phone:	<b>Parent information (2)</b> Name(s): Relationship to child: Address: Home phone: Work phone: Mobile phone:	
Other emergency contacts (if parent unavailable)	<b>Name(s):</b> Relationship to child: Address: Home phone: Work phone: Mobile phone:		
Medical practitioner contact:	<b>Name:</b> Address: Phone: Email (if known):	Mobile (if known): Fax (if known):	
Emergency care provided at school:			



Strategies for specific activities:

<b>Risk</b>	<b>Strategy to eliminate or minimise risk</b>	<b>Who is responsible for implementation?</b>

The following individual health care plan has been developed with my knowledge and input and will be reviewed next year on (insert date of proposed review).

Signature of parent: .....Date .....

Signature of principal: .....Date .....



Appendix 2: Student Medication Request Form

This form must be completed for medication to be administered to your child during school hours. It has been designed to ensure the safety of your child and to protect college staff who do not have medical training.

**This form must be handed in with all medication in a zip locked bag.**

The following points are for security and safety purposes, and are requirements of the *Health (Drug & Poisons) Regulation 1996 (Qld)*

- The parent notifies the college in writing to administer medication. This *may* include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the college.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- The student has received a dose at home without ill effects.
- Advise the college in writing and collect the medication when it is no longer required at college.
- A new form is to be completed if the student is prescribed a change in medication, and/or if the regime is re-started after the conclusion date of the initial instructions and/or at the beginning of each new calendar year.

**Section 1** is to be completed by you or your child's medical practitioner. **Section 2** is to be completed by you. Please return the completed form to the college.

Where possible, medication should be administered to your child at home at times other than during school hours.

**Section 1:** Medication instructions as prescribed by a Medical Practitioner

These instructions are as prescribed by the student's medical practitioner to enable the college to maintain its *duty of care* when administering medication to students whose condition would otherwise preclude attendance at school.

Medical Practitioner's Name:	
Address:	
Name of Student:	
Name of Medication:	
Dose:	
Time to be taken:	
Commencement date:	
Conclusion date:	

Special arrangements: (eg. monitoring the student after administration; restrictions on participation in college activities such as sports or use of machinery; side effects; emergency actions.)


**Section 2:** Notification and request by parent/person with legal responsibility for student for the administration of medication during school hours.

I request administration of medication as instructed above for my son/daughter. I understand the college personnel cannot assure that anything more than a reasonable effort will be made to assist the student and I further agree to waive any claims of liability that may arise against any college personnel relative to the administration of this medication to my child according to the instructions provided above.

Full name of student:			
Date of Birth:		Grade:	

Signed:

\_\_\_\_\_ (Parent or person with legal responsibility for the student)

Date: \_\_\_\_\_

Contact details:	Mob.:		Phone:	
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