

Staff Use Only – Intranet Document

Student Health and Administration of Medication

Procedures

Student Health and Administration of Medication Procedure

1. Scope (audience and applicability)

This Procedure applies to employees of the Department of Education (DoE) and particularly assists staff, including principals, teachers, support and professional personnel supporting the health and wellbeing of students in all DoE learning environments. It includes on-campus and off-campus activities endorsed by the learning setting.

2. Purpose

The purpose of these Procedures is to ensure that day-to-day healthcare needs of children and young people are met and supported. This requires school staff to carefully consider and plan for ongoing, short and long term and occasional medication administration in response to the health needs of students and ensure the safety of children who require support with medication management.

These Procedures must be read in conjunction with the DoE *Specific Health Issues: Procedures, Information and Contacts* and the Department of Education's *Health Care and Safety Policy*.

3. Definitions

Medical Management Plan: A Medical Management Plan contains information regarding day-to-day administration of medication and medical care support. This plan does not describe emergency procedures.

Medical Action Plan: A Medical Action Plan includes the day-to-day management of medical conditions and describes emergency routines and practices including the administration of medication.

Medical Conditions: A medical condition is a broad term that includes all diseases, lesions, disorders, or non-pathological condition that normally receives medical treatment. It is a general term that refers to any form of illness or abnormality in the body that interferes with a person's usual activities or feeling of wellbeing.

Prescribed Medication: Medications prescribed by a prescribing medical practitioner or nurse practitioner, dispensed by a pharmacist.

Emergency: A serious, unexpected, and often dangerous situation requiring immediate action.

Medical Professional: A doctor registered with the Medical Board of Australia, through the Registers of Practitioners, Australian Health Practitioner Regulation Agency (AHPRA).

Parents: Where the term 'parents' is used, it refers to parents, legal guardians and carers.

Meaning of "must", "is to" and "may"

- (a) the word "must" is to be construed as being mandatory; and
- (b) the words "is to" and "are to" are to be construed as being directory; and
- (c) the word "may" is to be construed as being discretionary or enabling, as the context requires.

4. Procedure Principles and Practices

- Learning setting staff must ensure children and young people are safe and supported.
- Learning setting staff must anticipate, plan for and provide health support.
- When medical and health needs are identified, the learning setting staff must seek information from the student and parents; and medical advice from the child or young person's medical management or action plans.
- Learners' health and medical needs, including the administration of medication, must be managed through student specific plans and processes.
- Medical Management and Medical Action Plans must be in place for students requiring ongoing medical management.
- Parents must authorise in writing the administration of medications.
- School staff who agree to administer medication must comply with the principles of duty of care and relevant legislation, including the Tasmanian Poisons Regulations 2008.
- Guidelines for administering medication in education and care services (i.e. childcare) are available through, Education and Care Services National Regulations, Division 4, Sections 92-96, Administration of Medication.
- Staff have the right to refuse to administer routine medication if they feel uncomfortable or unqualified to do so. In an emergency, a staff member has an obligation to attempt to administer medication, despite reluctance or lack of experience.
- Staff who agree to administer medication for asthma, anaphylaxis, epilepsy, diabetes or other conditions requiring specific training in medication administration must be appropriately trained and credentialed through specific training courses organized by the relevant practicing areas such as Asthma Tasmania, Epilepsy Tasmania, Diabetes Tasmania and other associated professional bodies.
- A record of all medication authorisations (verbal or written) must be kept by the school. Schools must only accept prescribed in-date medication provided in the dispensed, labelled container, or the original over-the-counter packaging for non-prescribed medication. Self-administration may be authorised by a parent and / or a doctor. If the medication is being self-administered, it is still required to be stored where it cannot be

accessed by other students except in the case where the student requires immediate access such as for asthma relief or anaphylaxis.

- When a school accepts responsibility for the administration of medication to students, the school will owe a duty of care to those students to ensure that reasonable care is taken.
- The duty is to ensure, in the absence of the parent, that the correct student is given the correct dosage of the correct medication at the correct time, according to prescribed instructions.
- All administered medications must be recorded by the staff administering the medication using the Administration of Student Medication Record.
- Two members of staff must be present when any medication is administered to confirm dosage, correct person and medication. If the student is able to self-administer then only one staff member is required.
- All medication must be kept locked in a secure place with the exception of the following:
 - EpiPens, which must be kept on the student to whom an EpiPen has been prescribed.
 - Salbutamol (Ventolin) inhalers, which must be carried by the student.
- In any emergency relating to the administration of medication, dial 000 for Ambulance Services.

5. Roles and Responsibilities

The Secretary must:	Ensure the relevant Acts and Regulations are adhered to. This includes but is not limited to <i>Tasmanian Poisons Regulations 2008</i> .
The Deputy Secretary Learning must:	Ensure these procedures are adhered to across all learning settings.
General Managers and Principal Network Leaders are to:	Ensure all school and college principals are familiar with and implement these Procedures.
Operations Managers must:	Ensure professional support staff are familiar with these Procedures and can support principals and staff to comply.

School and College Principals and Managers of Early Learning Settings must:	Engage with and adhere to these Procedures. Provide plans to support the health needs of students and ensure communication between families and schools facilitates the collection of important student health information. Ensure that parents are aware of their responsibilities as described in these procedures.
Teachers must:	Adhere to these procedures.
Parents are to:	Cooperate with school staff on medical, health care and safety matters When required, work with schools to develop and update Medical Management or Medical Action Plans for their children. Inform the school of any known medical and health needs of the student during either enrolment or when medical / health conditions develop or change. Liaise with the student's medical practitioner/s about the implications of any medical or health condition for their children's schooling conveying advice and information from the medical practitioner to the school. If required, provide medication for administration by the school in a timely way as agreed by the principal.

6. Risk Management

The Deputy Secretary Learning manages risk associated with compliance of these Procedures.

7. Associated Documents and Materials

The following documents are available from www.education.tas.gov.au (Search for the Doc ID)

DoE [Administration of Medication Authorisation Form](#) (to be completed by parents and doctors)

[DoE Administration of Student Medication Record](#)

[DoE Credentialing: A certificate of competency \(Doc ID: TASED-4-1277\)](#)

[Legal Issues for Schools and Colleges](#) (Doc ID: TASED-4-2645)

[DoE Specific Health Issues](#), Information and Contacts (Doc ID: TASED-4-1777)

[Learner Health Care and Safety Policy](#)

[Tasmanian Poisons Regulations 2008](#)

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