Authorisation and Administration of Medication Policy

Policy No:	2.8	Version: 4	October 2024
Responsibility:	School Chair	Scheduled Review Date:	May 2027/31

1.0 Purpose

This policy is concerned with the authorisation and administration of medication to students attending the Tarremah Steiner School and to ensure that both fiduciary and WHS duty of care is met.

2.0 Policy Statement

To ensure that medication is authorised and administered by those who have the relevant knowledge and training, in line with relevant legislation. It may be necessary at times for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

3.0 Policy Elements

Except in the case of an emergency, medication administration must be authorised by a parent, guardian or carer.

Administration of medication must be authorised by a parent or guardian in writing using the Medication Consent and Direction Form which is available from the front office.

Except in the case of immediate emergency where medication needs to be administered in a timely manner, medication must be administered by a person who holds the relevant training and knowledge (including, but not limited to, anaphylaxis, asthma, diabetes, epilepsy).

Parents must ensure that a Medical Management Plan and/or Medical Action Plan is in place for students requiring ongoing medical management, and that this is communicated to the school.

Medications supplied to the School must be in date (not expired), and in the original containers or in a Webster-pak prepared by a pharmacist.

Records will be maintained and stored confidentially. Records of students' medical information will be retained permanently for students of Indigenous origin or in out-of-home care and for other students, 25 years from the date of birth.

Students will not be permitted to self-administer medication while attending Tarremah Steiner School Early Childhood Centre. In the Primary and Secondary Schools, children may carry and administer their own medication where arrangements have been approved by the teacher and on the advice of their parents and doctor. Approval can occur when:

- The child is considered able to undertake the responsibility
- The medication does not require refrigeration
- The teacher is satisfied that potential access to the medication by other children does not create a risk.

4.0 Procedure

All prescribed or non-prescribed medication to be administered by the teacher for an on-going or short-term condition must be given directly to the teacher upon arrival at school.

4.1 Storage of Medication

Medication must be stored safely; in line with manufacturer's instructions (e.g., out of direct sunlight; at the required temperature) and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

Requirements for the storage of medications must be followed both when on site, and also when offsite at a school-approved activity, such as an excursion or camp.

All medication must be kept locked in a secure place, with the exception of:

- Adrenaline auto-injecting devices (e.g., epipens/anapens) which must be:
    - Stored in an unlocked, easily accessible place, away from direct heat, and **not** in a freezer or refrigerator.
    - Clearly labelled with the student's name; and distinguishable from adrenaline auto-injecting devices of all other students.
    - Stored in a location known to all relevant staff.

A second Adrenaline auto-injecting devices (e.g., epipens/anapens) should also be kept on, with or in easy access such as the student's school bag of the student to whom an EpiPen has been prescribed.

- Salbutamol (Ventolin) inhalers, which should be carried by the student
    - If the student is able to self-administer, or
    - If the student has a nominated staff member that is responsible for supervising the student.

Narcotic substances must be securely stored separately from other medications. Narcotic substances must be stored in a space that is securely locked (e.g., cupboard; separate medication box) and the key retained by a person who is authorised to administer narcotics.

A copy of the student's ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) Action Plan must be kept with the adrenaline auto-injecting device including when on excursions.

4.2 Training

The type and prevalence of medical conditions will depend on the specific student cohort at the School at any given time, meaning that skills required to support students will vary from year to year.

Staff who agree to administer medication for conditions requiring specific training in medication administration (including, but not limited to, anaphylaxis, asthma, diabetes, epilepsy) must be appropriately trained and credentialed through specific training courses (including online learning) organised by relevant practising areas or Departments, or a medical professional. These include the Australian Society of Clinical Immunology and Allergy (ASCIA), Asthma Australia, Epilepsy Tasmania, Diabetes Australia, the Department of Health and/or other associated professional bodies.

The School will retain a record of current staff medical credentials.

4.3 Authorising and Record Keeping

In line with the Tasmanian Licensing Standards for Centre Based Child Care, Class 5 (for ECC) and The Tasmanian DoE Care Unit's Guidelines for Administration of Medication in Education and Care Services (for Classes 1 – 10), written authorisation must be given for the administration of medication. This authorisation must be recorded to include:

- The name of the child;
- The name of the medication;
- The date(s) and the time the medication is to be administered;
- A doctor's/pharmacist's instructions relating to the dosage and the administration of the medication;
- If applicable, the time the medication was last administered;
- The person administering the medication must record if the parent's authorisation is consistent with instructions on the medication label;
- The person administering the medication must record if the dosage administered was consistent with the doctor's/pharmacist's instructions;
- Name and signature of the person who measured and administered the dosage;
- Name and signature of the person who witnessed the measurement and the administration of the dosage (not required if a single staff service); and
- Parent's signature and written acknowledgement of the record by the person collecting the student.

Records in relation to the authorisation and administration of medication must be retained for at least six years, unless an incident has occurred as the result of the administration of medication, then those records must be retained until that child turns 25 years of age, consistent with the requirements of the *Tasmanian Limitation Act 1974*.

Administration of Medication

Medication accepted for administration must be:

- in date
- in the case of non-prescribed medication, provided in the original over the counter packaging.
- in the case of prescribed medication, provided in the labelled container dispensed by the pharmacy or in a Webster-pak prepared by the pharmacist.

Medication must not be administered if the above conditions are not met.

Self-administration may be authorised by a parent and/or doctor, pharmacist or practise nurse, but this medication must be stored where it cannot be accessed by other students, except in cases where the student may require immediate access, such as for asthma relief or anaphylaxis, as in Section 4.1 Storage of Medication.

Paracetamol & Ibuprofen Medications

Paracetamol and Ibuprofen based medications **will not be** administered without prior written instructions from a Medical Practitioner or parent.

Administration of Medication in an Emergency

In the case of an emergency, where the school does not have the prior written authorisation of the parents, the School will make every attempt to secure the parents' authorisation, the authorisation of a registered medical practitioner previously nominated by the parents, or emergency services personnel.

Where verbal permission is granted, written confirmation must be given as soon as practicable in line with this policy and relevant legislative requirements.

Medication administered in an emergency must be administered by those who hold the knowledge and training to do so and in line with this policy and relevant legislative requirements.

Where applicable, emergency services and the Education and Care Unit must be notified.

If medical treatment is sought off the school premises, relevant information must be taken with the student.

Non-prescription Medication or Homeopathic Remedies

Where non-scheduled treatments (i.e. not covered under the Tasmanian Poisons Regulations) are administered, specific parental permissions are required and the administration details must be recorded.

Disposal of Medication

Where a medication is out of date or no longer required to be administered, the medication will be returned to the parent.

Where a parent is unable to collect the medication or the child no longer attends Tarremah Steiner School, the advice of a pharmacist will be sought in regard to the correct disposal of the medication (including narcotic substances).

5.0 Responsibilities

- School Chair
- WHS and Facilities Manager
- Class Teachers

6.0 Related Documents

- Administration of Medication Consent and Direction Form (see the form above)
- Enrolment Policy
- Allergy Management Policy
- Accident, Injury and Incidents Policy
- Incident Report Form

7.0 Reference/Legislation

- *Work Health and Safety Act Tas. 2012*
- *Tasmanian Poisons Regulations 2018*
- *Poisons Act 1971 (Tasmania)*
- DECYP Administration of Student Medication Procedure
- Tasmanian Licensing Standards for Centre Based Child Care, Class 5 (ECC)
- *The Privacy Act 1988*

8.0 Contact Point

- School Chair
- Business Manager
- WHS and Facilities Manager

9.0 Authorisation

Executive: Council:

Name:

Date:

Tarremah Steiner School

Administration of Medication
Medication Consent and Direction Form

I, ……..…., parent of ……..……,
authorise and direct the school to administer the medicine specified below to my child in accordance with the directions given below.

NAME OF MEDICATION:

DOSAGE:

FREQUENCY OF DOSAGE:

DATES FROM ____/_____/_____ and TO ____/_____/_____

ANY OTHER INSTRUCTIONS:……

……

……

……

_____ _____/_____/_____
Signature Date

Teacher's name:……
The teacher is to complete the form by adding the time and initialling the appropriate square

Date week beginning:……

Time administered	Monday	Tuesday	Wednesday	Thursday	Friday