



Kolbe Catholic College

Administration of Medication Procedures

Purpose

These procedures document requirements in schools to implement the Kolbe Catholic College Administration of Medication policy at the St Clare campus. MACS staff maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the school's Privacy Policy and Collection Notice for Parents and Students.

Scope

Kolbe Catholic College Administration of Medication Procedures applies to:

- all campuses of Kolbe Catholic College
- the principal, all staff, including casual relief staff and volunteers
- all students who require any form of medication (over the counter or prescription) to be administered at school or during school activities
- parents/guardians/carers of students who require medication to be administered during the school day or during school activities.

It does not apply to:

- the provision of medication for anaphylaxis which is provided for in Kolbe Catholic College Anaphylaxis Policy
- specialised procedures which may be required for complex medical care needs.

Procedures

Authorisation of medication administered to schools

1. Authorisation of medication to students

- 1.1. For medication to be administered to a student in the school environment, including excursions, camps and overseas travel, parents/guardians/carers must request in writing that medication be administered to their child.
- 1.2. The principal or nominated staff member and parents/guardians/carers may discuss possible alternatives or arrangements for the medication to be administered outside of the school environment where possible.
- 1.3. Parents / guardians / carers are responsible for providing a Medication Authority Form (MAF) to the first aid officers via the campus first aid email address, containing the medication/s to be administered, and the medication requirements (dosage, method of administration, frequency, times of day, storage) at the time of enrolment or when notified of the required administration of medication in the school environment.
- 1.4. Medication must not be administered to a child being educated and cared for unless the MAF is authorised by an authorised Australian Health Practitioner Regulation Agency (AHPRA) registered health /medical practitioner except in exceptional circumstances.
- 1.5. The principal or nominated staff member may agree to proceed with a MAF signed by only the parent/ guardian/carer in exceptional circumstances, for example, short-term (1-2 days), for the administration of over-the-counter medication at school or during off-site activities such as camps.
- 1.6. Where relevant to a student's ongoing medical / health needs, administration of medication is also be included in the student's general or condition specific medical management plan and student health support plan (see Kolbe Catholic College Medical Management Policy).

- 1.1. A medical management plan may not be a requirement for approving the administration of medication for students with a MAF, signed by their parent/guardian/carer and an authorised AHPRA registered health/medical practitioner, for example, a diagnostic report for attention deficit hyperactivity disorder (ADHD) signed by a paediatrician, which prescribes ongoing medication but does not require active medical management.
- 1.2. The principal or nominated staff member approves all ongoing and regular administration of medication (over the counter or prescription) by the school. No other school staff, including first aid officers or other relevant employees, can provide authorisation.
- 1.3. The principal is responsible for ensuring that each child's enrolment record, includes medical, health and wellbeing issues and details of any person who is authorised to consent to medical treatment or administration of medication to the child as part of the enrolment process.

Communication with parents / guardians /carers

2. Communication with parents / guardians / carers

- 2.1. School staff will refer to written permission and guidance about the administration of all medication within the school environment and during school activities (over the counter or prescription) via the MAF, signed by the parent / guardian / carer, and where required, also by an authorised AHPRA registered health/ medical practitioner. This includes when students are required to be administered medication on camps or excursions, or events outside of school.
- 2.2. Parents / guardians / carers are required to provide this information as needed, prior to camps and excursions, and if the child's medical condition changes, requiring a change to medication.
- 2.3. The principal is responsible for ensuring that a MAF is received and updated when the medical advice regarding the medication method, timing, and dosage changes.
- 2.4. The principal or nominated staff member is to communicate with parents / guardians / carers in circumstances where medications are close to expiry, the advice provided in the MAF cannot be followed due to student non-compliance, or in the event of a medication error or medication allergic reaction.

Administration of medication

3. Administration of medication to students at school

- 3.1. Parents / guardians / carers are required to provide the school with the medication in its original packaging, within the expiry, with the name of the student (for prescription medication) and outlines instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature.
- 3.2. The school is responsible for administering the medication in accordance with the MAF for the student.
- 3.3. No over the counter or prescribed medication is to be administered beyond the instructions on the original packaging unless written recommendation is provided by an authorised AHPRA registered health/medical practitioner.
- 3.4. If clarification is required around the administration of the medication, the principal or nominated staff member may determine that further medical advice is necessary.
- 3.5. School staff who are responsible for the supervision of a student who is to receive medication at a given time are to be informed that the student is to be released to obtain their medication and release the student from class to obtain their medication.
- 3.6. As a preventative measure against allergic reaction, the first dose / application of any medication required to be administered at school should be administered under the supervision of a parent / guardian / carer or health professional rather than at school.
- 3.7. The principal or nominated staff member is responsible for ensuring that staff are provided with condition-specific training where this is required to competently administer the medication. Kolbe Catholic College staff may require additional, specific training for administering specialised medications for example, injections, intravenous injections,

- rectal suppositories, through the Schoolcare Program at Royal Children's Hospital or specialised health service providers.
- 3.8. The person administering the medication to the student at the given time notes the medication administration in the school's medication log, via the "Health Centre" on Synergetic.
 - 3.9. The principal or nominated staff member is responsible for ensuring the medication log is established and maintained.
 - 3.10. Good practice is to have two staff members supervising the administration of medication, checking the identity of the student and checking the information noted on the MAF.
 - 3.11. First aid officers is to maintain a log of all medication administered in the school environment.
 - 3.12. In any instance where a staff member is concerned about a student's reaction after receiving medication, the staff member should seek emergency medical assistance.
 - **Staff members are to provide first aid assistance and seek emergency services.**
 - **Notify the parents/guardians/carers of the reaction**
 - **Review the school's first aid and medication administration procedures, as appropriate**
 - 3.13. The principal or nominated staff member is to communicate and review the advice with parents/guardians/carers if the advice provided in the MAF cannot be followed due to student non-compliance or unclear instructions.

Storage of medications

4. Storage of student medications

- 4.1. The principal or nominated staff member is responsible for ensuring that the First Aid room has a safe and secure storage of medication that is within its expiry date and in accordance with relevant storage instructions.
 - 4.1.1. The first aid storage area is only accessible via a staff key and kept away from the first aid kit.
- 4.2. Parents/guardians/carers are responsible for providing medication to the first aid officers that is within its expiry date and replacing medication, if necessary, that has expired.
- 4.3. The quantity of medication stored in the first aid room will not exceed a week of supply, other than in circumstances where a long-term arrangement has been implemented and documented regarding the student's health care needs.
- 4.4. The principal or nominated staff member should take reasonable steps to store the medication securely, clearly labelled for that specific student and according to the medication's instructions (e.g., requires refrigeration).
- 4.5. The principal or nominated staff member must maintain a storage log of all medication stored for students in the school environment, including for camps and external events.

Self-administration of medication by students

5. Student self-administration of medication

- 5.1. The principal or nominated staff member will consult with parents/guardians/carers (or adult or independent student) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school.
- 5.2. A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:
 - 5.2.1. this has been approved by the principal, after considering the safety of other students
 - 5.2.2. it is in accordance with written permission provided by an authorised AHPRA registered health/medical practitioner or in limited circumstances, where such written permission cannot be provided by an authorised AHPRA registered health/medical practitioner, by the relevant parents/guardians/carers (or adult or independent students) where the medication is available over the counter from a pharmacy

- 5.2.3. the medication does not have storage and administration requirements that prevent it from being self-administered
- 5.2.4. the ability, maturity, and willingness of the student to self-administer is such that self-administration is reasonable and appropriate
- 5.2.5. does not create unsafe access to medication for other students
- 5.3. Where the school and parents/guardians/carers and where appropriate, the student determines a student can self-administer the medication, the MAF must still be completed, indicating student self-administration on the form.

Emergency or errors in the administration of medication

6. In the event of error in medication administration

- 6.1. If an error occurs in the correct administration of medication by a staff member or in self-administration by a student, the following steps are to be taken:
 - 1. Administer first aid as required. This may be in accordance with the student's general/condition specific medical management plan (if applicable) or school's [First Aid Plan for Anaphylaxis](#)
 - 2. **Call the Poisons Information Line 13 11 26 and act on their advice, for example, calling an ambulance on 000**
 - 3. Notify the parents/guardians/carers of the error and what has been done following the error
 - 4. Contact the Regional Office and advise the Regional General Manager (RGM) of the incident
 - 5. Complete an Incident Report
 - 6. Review the school's first aid and medical management procedures, as appropriate
- 7. In the case of an emergency
 - 7.1. Staff members are to provide first aid assistance and seek emergency services.
 - 7.2. An authorised AHPRA registered health/medical practitioner, or an emergency service may provide authorisation for medication administration.
 - 7.3. Medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency as per [First Aid Action Plan for Anaphylaxis](#) and [Asthma First Aid plan](#) respectively

Communication about these procedures

8. Communication plan

The following information sets out the requirements for this communication plan:

The principal is responsible for ensuring that a communication plan is developed to provide information to relevant school staff, students and parents / guardians / carers about medication administration and the school's administration of medication policy.

- 8.1. School staff will be advised on how to administer medication, store medication, and respond to a medication error of a student in various environments, during an annual briefing at the beginning of each year, by the first aid officers. For each scheduled offsite school activity, special event and/or camp, a pre-departure briefing will be held between the first aid officers and the attending staff.
- 8.2. Casual staff and volunteers will be advised on how to administer medication, store medication, and respond to a medication error of a student in various environments, during their induction training day.
- 8.3. Students, and parents / guardians / carers will be advised on how to administer medication, store medication, and respond to a medication error of a student in various environments, at the beginning of each school year, via the school newsletter. For each scheduled offsite school activity, special event and/or camp, the teacher in charge of organising the event will notify each student, and parent and carer of the requirements, via the parental consent form or at a scheduled parent/carer information night.

- 8.4. This document is communicated to the school staff, casual staff and volunteers at the annual briefing that is held at the beginning of each year. The school community will be made aware of the document, via the school newsletter and also included in the following communication tools:
- 8.4.1. During the staff induction process
 - 8.4.2. Publicly available on our school website
 - 8.4.3. Synergetic
 - 8.4.4. Included in the enrolment packs
 - 8.4.5. Included as an annual reference in school newsletter
 - 8.4.6. Included in our staff handbook/manual
 - 8.4.7. Discussed at staff briefings/meetings as required
 - 8.4.8. Discussed at parent information nights/sessions
 - 8.4.9. Discussed at student forums/through communication tools

Definitions

Authorised AHPRA registered health/medical practitioner

A practitioner registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession who may authorise administration including registered medical practitioners, dentists, nurse practitioner (within scope), authorised optometrist and authorised podiatrists.

Administration of medication

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

General / condition specific medical management plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for medication, and be dated.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through Melbourne Archdiocese Catholic Specialist Schools (MACSS). References to schools or MACS schools also includes school boarding premises operated by MACS schools.

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and its subsidiaries, as the context requires.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation,

delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Student

Student means a person who is enrolled at or attends a MACS school.

Student health support plan

The Student Health Support Plan is aligned to the medical management plan and must be developed by the school in consultation with the student's parents / guardians / carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

Related policies and documents

Supporting documents

Kolbe Catholic College Medication Authority Form

Related MACS policies and documents

Kolbe Catholic College Administration of Medication Policy

Excursions, Camps, and Travel Policy

Kolbe Catholic College First Aid Policy

Incidents and Injuries Report Form

Kolbe Catholic College Medical Management Policy

Kolbe Catholic College Medical Management Procedures

Kolbe Catholic College General Medical Management Plan

Medical Management Plan – Acquired Brain Injury

Medical Management Plan – Cancer

Medical Management Plan – Cystic Fibrosis

Medical Management Plan – Oral Eating and Drinking

Medical Management Plan – Positioning and Transfer

Medical Management Plan – Toileting, Hygiene and Menstrual Management

Toileting and Personal Care including Menstruation Learning Plan

Toileting and Personal Care Learning Plan

Kolbe Catholic College Student Health Support Plan

Kolbe Catholic College Privacy Policy

Legislation and standards

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 2010 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Policy information table

Approval authority	Director, Learning and Regional Services
Approval date	17 April 2024
Review by	April 2025
Publication details	CEVN