

## ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Stewart Milner.

### CONTEXT

The Centre for Higher Education Studies (CHES) is a co-educational, specific purpose, senior secondary school where high-achieving and high-ability (HA) students can extend their learning. CHES offers face to face learning at a state-of-the-art facility in South Yarra and hosts a high-quality virtual platform to enable students to access programs at CHES regardless of where they are located.

Students engage with CHES programs in the following ways:

- direct enrolment of students into select VCE subjects onsite and virtually, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars
- direct enrolment of Higher Education Studies (HES) delivered by partner Universities, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars.

Students participating in CHES programs remain enrolled at their chosen secondary school (base school) and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school.

CHES shares a joint responsibility with students' base schools to ensure students' social and emotional wellbeing, and also partners with Universities and base schools to ensure students' academic needs are met.

Individual student study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES develop an Individualised Achievement Plan (IAP) which will include:

- study arrangements (CHES program and delivery mode - face to face, virtual, or combination)
- timetable requirements
- travel arrangements (if applicable)
- agreed communication methods between base-school and CHES (who, what, when and how)
- agreed communication methods between partner Universities and CHES (who, what, when and how)

- reasonable adjustments (if required)
- student health care needs including asthma management, administration of medication and individual anaphylaxis management.

All CHES policies are designed to reflect its unique operating environment (physical and virtual), its program offerings, its partnerships with Universities and shared responsibility with students' base schools to ensure students' social and emotional wellbeing and academic needs are met.

CHES has a network of foundation schools and allows the member schools to deliver their own VCE classes within the CHES facility where not fully utilised for CHES programs. This policy does not consider CHES foundation school arrangements.

## PURPOSE

To explain to parents/carers, students and staff, including staff at partner universities, the processes the Centre for Higher Education Studies (CHES) will follow to safely manage the provision of medication to students while at school or school activities, including universities for Higher Education Studies, as well as camps and excursions.

## SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy specialised procedures which may be required for complex medical care needs.

## POLICY

If a student requires medication, CHES encourages parents to arrange for the medication to be taken outside of school hours or at their base school, rather than during their visit to CHES or to partner universities. However, CHES understands that students may need to take medication at CHES or during CHES programs and activities. To support students to do so safely, CHES will follow the procedures set out in this policy.

### Authority to administer

If a student needs to take medication while at CHES or at a CHES activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete (Template form: [Medication: Resources](#))

- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the First Aid Officer for a Medication Authority Form. However, in most cases, the Medication Authority Form is provided by the student's base school where they undertake most of their studies and is provided to the CHES First Aid Officer or Principal on enrolment into a CHES program or as soon as it is identified that the student needs to take medication while at CHES.

### **Administering medication**

Any medication brought to CHES by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered
- how the medication should be stored (if certain conditions are required).

Parents/carers need to ensure that the medication a student has at CHES is within its expiry date. If CHES staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day.
2. A log is kept of medicine administered to a student.  
<https://www.education.vic.gov.au/PAL/medication-administration-log.docx>
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication.

### ***Self-administration***

In most cases it is appropriate for students to self-administer their medication, particularly in the context of the ages of students who are enrolled in senior secondary programs at CHES. The Principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

### ***Self-administering medication when on excursions to partner universities***

If a student requires medication, CHES encourages parents to arrange for the medication to be taken outside of school hours or at their base school, rather than during their programs on-site at CHES and on campus at partner universities.

### **Storing medication**

The Principal (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, CHES will store student medication in the CHES first aid room.

The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
  - the medication does not have special storage requirements, such as refrigeration
  - doing so does not create potentially unsafe access to the medication by other students.

### **Warning**

CHES will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol 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 CHES 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 student except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

### **Medication error**

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.

4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- included in transition and enrolment packs
- available publicly on our school's website
- included in staff induction processes and staff training
- provided to staff at induction
- included in training for base-school supervisors (who are the ongoing contact point and conduit for student health and wellbeing updates to CHES)
- provided to external providers, including university staff
- provided to schools that are accessing CHES facilities, including the foundation network of schools
- made available in hard copy from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

The following school policies are also relevant to this policy:

- Asthma Policy
- Anaphylaxis Policy
- First Aid Policy
- Health Care Needs Policy
- Medication Authority Form
- Medication Administration Log

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Principal
Next scheduled review date	February 2023 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.