


MEDICATION MANAGEMENT

	Fairholme College Toowoomba ABN 16 917 099 053 CRICOS Provider Code 00651J		
Purpose	This policy provides clear direction, regarding the handling, storage and appropriate administering of prescription and over the counter medication to students within the College and whilst on excursions or College camps. That students and staff are made familiar with some common serious allergies and are informed on how to manage an allergic reaction.		
Scope	Applies to all staff, students, and volunteers at Fairholme College		
References	<i>Australian Privacy Principles</i> <i>Health (Drugs and Poisons) Regulation 1996 (Qld)</i> <i>Health Practitioner Regulation National Law Act 2009 (Qld)</i> <i>National Health and Medical Research Council Guidelines (Qld)</i> <i>Nurses Act 1996 (Qld)</i> <i>Work Health & Safety Act 2011 (QLD)</i> <i>Work Health & Safety Regulation 2011</i> Child Protection Policy Child Protection Management Strategy Risk Management Policy and Strategy Staff Code of Conduct		
Policy Type	Public		
Policy Location	College Website		
Version	3.2		
Supersedes	All previous versions of this policy		
Policy Owner	Leadership Team		
Review Date	19 June 2016	Next Review Date	19 June 2019
Authorised By	Principal	 Linda Evans	

Rationale

Fairholme College Medication Management Policy has been developed to provide clear direction regarding the handling, storage and appropriate administering of prescription and over the counter medication to students within the College and whilst involved in College events off campus.

The administration of medication is considered a high risk practice and as such carries obligations for both staff and parents/guardians. The administration of medication requires attention to detail, meticulous record keeping, teamwork and common sense as incorrect administration has potential health and litigation risks (National Health Medical Research Council 2006). Staff must be trained in the safe and hygienic administration of medications as part of their professional learning experiences, in addition to first aid qualifications, to ensure safe and hygienic practices and so adverse reaction to medication can be dealt with quickly and responsibly.

While families place a high level of trust and responsibility on staff when administering medication to children, and must feel confident that the process is carried out responsibly, staff must also feel they are protected against any possibility that instructions have been misunderstood. Thus parents are expected to properly document their requirements and staff must ensure this has been checked before any medication is administered. For Boarders this is managed via the College Health Centre. It is imperative that staff are told about any medication required to be administered while the student is off campus.

The Fairholme College Medication Management Policy has been developed to ensure the appropriate administration of medication to students. It is understood that there is a shared accountability and responsibility, of the highest priority, between staff and parents/guardians to implement the Fairholme College Medication Policy. This policy applies to employees, parents/guardians and students.

Fairholme College recognises it has a duty of care to take all reasonable practical steps to provide the Fairholme College community with a safe and healthy environment. In addition the College Medication Management Policy has been developed to be read in conjunction with those policies and the legislation referred to on Page 1.

Definitions

Medication may be prescribed or non-prescribed.

Prescription Medications - Medications prescribed by a medical practitioner or a prescribing health practitioner under the *Health (Drugs and Poisons) Regulation 1996 (Qld)*, are dispensed by a pharmacist and have an official pharmacy label. This label details the student's name and medication directions including dosage and expiry date. Examples include antibiotics and some asthma medication. Prescription medications do not include complementary medicines.

Over-the-Counter Medication (OTC)

Medications are for self-treatment and can be purchased from pharmacies, with selected products also available in supermarkets, health food stores and other retailers. Examples include cough and cold remedies, anti-fungal treatments and non-prescription analgesics such as paracetamol.

Analgesic

A drug or medicine given to reduce pain without resulting in loss of consciousness. Analgesics are sometimes referred to as painkiller medications. Examples include: Panadol and Nurofen.

Schedule 8 Medication (S8)

Controlled Prescription Drug Substances should be available for use but require restriction of manufacture, supply, distribution, and possession and use to reduce abuse, misuse and physical or psychological dependence. Includes Narcotic analgesics – Morphine, Oxycodone, Pethidine, Methadone, Buprenorphine.

Stimulants – Dexamphetamine, Methylphenidate

Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or an insect bite). Food (and other) allergies can be life threatening as they may cause a reaction called anaphylaxis.

Common allergens for anaphylaxis are:

- foods (peanuts and nuts, shellfish and fish, milk, egg, wheat products)
- insect bites (bees, wasps, jumper ants)
- medications (antibiotics, aspirin)
- latex (rubber gloves, balloons, swimming caps)

Although, when treated, death is rare, an anaphylactic reaction always requires an emergency response.

Documentation of Health Needs and Medications

- All parents/guardians will be provided with a *Medical Details Form*, *Action Plan form* (if applicable) *Medication Authorisation Form*, and for Boarding students a *Consent to Treat* form, prior to their daughter's commencement at Fairholme College. This is to ensure that relevant information is available regarding medical conditions and any medication which their child may require. These forms are to be completed annually and as changes occur.
 - For Boarders, a standing order between the parents, the College and the College's General Practitioner allows the College Health Centre staff to initiate the administration of such medications as Panadol, Nurofen, worming medication, cough mixture etc, as appropriate.
 - For Day Girls, this will also occur if parents have indicated, within the *Medical Details Form*, that they approve for similar administration of medication
- A copy of relevant reports/action plans (eg for asthma, anaphylaxis) from a Medical Practitioner is requested where applicable.
- Parent/Guardians should advise through completing the *Medication Authorisation Form*, that they allow for their child to self-administer medication. Medications which will be considered for self-administration include Panadol, Ventolin and other asthma puffers, insulin and EpiPens.
- Boarders with newly prescribed medication will have this administered according to the instructions of the label.
- Changes to the original dosage of long term medication requires the completion of a new *Medication Authorisation Form*. This should reflect the prescription label on the medication or have an accompanying letter from the prescribing Doctor.

- All medication administered to students by the Nurse Manager and nursing staff will be recorded electronically into the student's individual Health Record.
- All medication administered to students by Boarding Staff, or Staff as delegated by the Nurse Manager, will be recorded on individual Student Medication Sheets. Completed Medication Sheets will be filed in the Health Centre in the student's Health Record. All medication sheets are treated as confidential.
- S8 medication will be recorded appropriately in the Controlled Drugs Record book at the Health Centre.

Storage and Administration

- Students may not hold medication for the purposes of self-administration without the prior acceptance of a parent/guardian's written request via the *Medication Authorisation Form*. This remains the responsibility of the parents.
- All medication must be supplied in the original dispensed container and taken in accordance with the instructions on the dispensed container.
- At all times, medication must be kept in a secure place and remain in the dispensed container supplied by the Pharmacist.
- All medication administration for Junior School students is to be supervised in the Health Centre, unless alternate arrangements for supervision, approved by the Nurse Manger have been made.
- All medication (except those approved for self administration) to be taken during the school day should be stored in the Health Centre unless other arrangements are made with the Nurse Manager and Nursing staff.
- The Registered Nurse on duty must administer S8 drugs (eg Dexamphetamine, Ritalin) and the student must be observed to swallow the medication. If a student refuses to take a medication, they will not be forced to do so.
- S8 medication is to be stored in a locked cupboard in the Health Centre according to *Health (Drugs and Poisons) Regulation 1996 (Qld)*. Sufficient S8 medication will be issued to the Boarding Supervisor to continue administration over weekends / out of hours.
- If a situation arises where there is no registered Nurse present to administer drugs (including S8 Drugs) - for example during off campus activities, camps, and after hours, the Principal (under the Carer Provision) may delegate to other persons the authority to administer medication. Delegates are to comply with this policy.
- Student privacy will be preserved as far as practical; however, the College considers the student's immediate health and welfare paramount. The College considers it best practice to notify all relevant teachers of student's special medication needs. Similarly, for camps and excursions, relevant teachers/support staff must be advised of medication requirements for students of note. The College Nurse Manager will use their professional judgment and inform the Principal if it is considered that confidentiality is the priority in the student's overall wellbeing. The Principal may decide to withhold the information in these cases.
- If a student refuses to take a medication they will not be forced to do so. Refusal will be documented and agreed procedures followed. Parents/guardians will be informed as soon as possible. If medication refusal could result, or does result in an emergency, the College's critical incident procedures must be followed.

Off Campus Activities, including Camps

- All medication is to be retained in the control of the authorised teacher.
- For students requiring insulin, the student and authorised staff member will discuss the best location for the insulin, in terms of refrigeration and accessibility. This discussion must include where food stuffs will be stored that can assist in a hypo glycaemic state.
- In the case of asthma inhalers and Epipens, the child and the authorised teacher should have one each to ensure quick and available access in case of an emergency. The authorised teacher needs to inform the child the location of their medication during off campus activities and, conversely, the child needs to inform the authorised teacher the location of their medication (i.e. their EpiPen is in the left pocket of their backpack.)
- Parents of day students are responsible for ensuring that any medication required by their daughter whilst off campus is provided and given to the escorting teacher for safe storage. A *Medical Authorisation Form* is to accompany the medication. Forms are available from supervising staff and via the College web site – parent portal.
- The Nurse Manager will ensure that the medication requirements of boarding students are provided for whilst off campus. A copy of the *Medication Authorisation Form* and/or the student's Medication Charts will be provided.

Disposal of Drugs

The Nurse Manager will return, to the College's nominated pharmacy for disposal, any drugs that have expired. The Nurse Manager or nursing staff will notify the parent/guardian if a student leaves any medication when enrolment ceases. The parent/guardian will be asked to collect the drugs. If this does not occur, the drugs will be given to the College's nominated pharmacy for disposal. Parents/guardians must advise the College in writing and collect medication when it is no longer required at the College.

Authorisation to Give Medications

Staff must always have parental/guardianship signed authority to administer prescription and over the counter (OTC) medication to a child. For Boarders, this may be via the Health Centre. This authority is to be received by the College prior to the event, whenever possible. This information will be noted for any particular College events, and will also be shared with Health Centre staff, in the interests of the child. If consent is not received, then staff need to refer to the College Nurse Manager and or Principal who will consider the risks of administering medication without written consent.

Ultimately the safety and welfare of children is given first priority by College staff, when administering medication.

Fairholme College reserves the right to contact a health care professional if staff are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.

Consider before College excursion or camp, any special arrangements that need to be made for the event;

- a. Staff will request information from Day families, ahead of each excursion. This request will include asking families to present a completed *Medication Authorisation Form* to supervising staff, prior to departure. The same information for boarders will be issued via the Health Centre.
- b. Staff will register all medication administered during the course of the excursion. This register, and the *Medication Authorisation Forms* will be given to the Health Centre for filing.

Allergy and Anaphylaxis

The first signs of anaphylaxis may be a feeling of warmth, flushing, tingling in the mouth or a red, itchy rash. Other symptoms may include feelings of light-headedness, shortness of breath, severe sneezing, coughing and/or wheezing, anxiety, stomach or uterine cramps, and/or vomiting and diarrhoea. In severe cases, patients may experience a drop in blood pressure that results in a loss of consciousness and shock. Without immediate treatment, anaphylaxis may cause death.

Reactions usually begin within minutes of exposure and can progress rapidly at any time over a period of several hours. A student at risk of anaphylaxis will often recognise the early symptoms of an allergic reaction before any other signs are observable.

Symptoms of anaphylaxis are reversed by treatment with antihistamines, injectable epinephrine, and other emergency measures. It is essential that anyone with symptoms suggesting possible anaphylaxis get emergency treatment immediately.

Fairholme College includes allergic students in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an EpiPen will not be permitted to attend the school or take part in any school activity without providing an EpiPen and without an *Action Plan* being established and registered with the College.

Parents/guardians of an allergic child are responsible for supplying the EpiPen and ensuring that the medication has not expired.

Students with severe allergies may have their photos displayed in the staff rooms or the offices of key staff members as a reference point for staff to ensure they can provide the best possible care in cases of emergency. Parents are asked to support this use of their child's photograph. The College Nurse and Heads of School inform staff of children known to have a severe allergy to food, insects, medications or other substances.

If a parent notifies the college that their child has a severe, and significant, food allergy, the College will work with the parent, a medical expert and a school team (e.g. College Nurse Manager, Principal, teacher, Catering Manager etc.) to develop an *Action Plan* to accommodate the child's needs throughout the school as much as possible, including in the classroom, in the dining hall, in after-care programs, during school-sponsored activities and excursions.

College Responsibilities

The College will:

1. Provide regular professional learning opportunities to all staff, that assists them to understand food and other allergies, recognise symptoms, know what to do in an emergency, know the location of first aid facilities, and be aware of any source of allergen in materials they might use in the course of instruction (e.g. art and craft materials, cooking ingredients, food at organised PCG celebration days);
2. Emphasise the importance of reacting rapidly to a suspected allergic reaction, even when initial symptoms are not severe;
3. Bring to the attention of staff that another child's EpiPen can be safely used on a student when no other EpiPen is available or the student's own EpiPen malfunctions or is damaged;
4. Ensure that all staff members know the names and appearance of students with severe allergies;

5. Ensure that all relief teachers know the names and appearance of students with severe allergies;
6. Prominently display the photograph and names of students with allergies, namely through the College database and in key office areas (see above);
7. Co-ordinate with the College Nurse Manager and other key staff to be sure medication is appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Keep medication in an easily accessible secure location central to designated College personnel, not in locked cupboards or drawers (students are asked to carry their own epinephrine, if age appropriate and after approval from the student's physician/clinic, parent and the College Nurse Manager where applicable);
8. Ensure College personnel are properly trained to administer medication in the event that the College Nurse Manager is not immediately available, regardless of time or location;
9. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medication during the college day, regardless of time or location;
10. Ensure that Epipens are easily available to staff members;
11. Notify the district transportation administrator to ensure that school bus driver training includes symptom awareness and what to do if a reaction occurs; and

Parent Responsibilities

It is the responsibility of parents to inform the school if their child suffers from severe allergies and to attend a meeting with the Principal and other College and medical staff to develop an Action Plan for their child.

Parents/carers must also provide:

1. Emergency contact information;
2. Written medical documentation and instructions as directed by their doctor;
3. Information to their child regarding self-management so that their child knows:
 - a. safe and unsafe foods
 - b. how to avoid exposure to unsafe foods
 - c. symptoms of an allergic reaction
 - d. how and when to tell an adult they may be having an allergic reaction
 - e. how to read food labels, where age appropriate
 - f. how to administer medication, where age appropriate
4. Medication that is correctly labelled;
5. Replacement medication when current medications has been used or has passed its use by date; and
6. A photograph of their child, if requested.

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way the student Action Plan will be followed and the parents notified. Parents/carers will be asked to collect their child from the College in order to closely monitor for the development of an anaphylactic reaction.

Staff Responsibility in an Emergency

As a part of the duty of care owed to students, teachers are required to administer first aid when necessary and within the limits of their skill, expertise and training. In the case of anaphylaxis this includes following the student's Action Plan and administering an Epipen if necessary. It should be noted that a teacher's duty of care is greater than that of an ordinary citizen in that a teacher is obliged to assist an injured student, while an ordinary citizen could choose to not respond.

The student's individual Action Plan will document the action required. Any student with an identified anaphylactic reaction will have his/her Action Plan documented in the anaphylactic area of the medical details section on the school database.

The College Nurse Manager, or supervising staff member will administer an Epipen and monitor the signs and symptoms of the allergic reaction. In addition, other staff will be trained to ensure that adequate supervision is provided for all students, especially in relation to co-curricular activities.

Fairholme College will assist staff to meet their duty of care by:

- Providing professional learning opportunities with regard to the risks, symptoms and treatment of anaphylaxis;
- Training enough staff in the use of Epipens to adequately cover all areas of the college campus;
- Displaying photographs of all allergic students in the staff room and on the College network; and
- Encouraging staff to make themselves familiar with the photographs of students with severe allergies including health indicators on electronic rolls.

The College will endeavour to take reasonable measures to minimise the allergen exposure of members of the school community by:

- Discussing with students the importance of not sharing lunch with others – age appropriate discussions, with a focus on Junior School children;
- Identifying all foods supplied by the school catering facility, specifically in the Dining Room, that contain or may contain trigger substances and replacing them where practicable with other nutritious foods;
- Advising parents/carers of students known to experience significant allergic reactions, ahead of time, when class parties are planned and asking them to provide suitable foods and avoid risk foods. Parents of a student with an allergy will be asked to organise specific food for their child;
- Informing parents not to supply food to the school for individual birthday celebrations or food to be handed out (for example, Easter eggs, Christmas foods) unless it can be monitored as a planned class party activity;
- Asking parents/carers to avoid sending nuts or nut spreads such as Nutella and peanut butter to school in lunchboxes;
- Specifying recreation areas or environments that are safest to the student and encouraging the student and his/her peers to stay in the area. Staff will endeavour to ensure allergic students wear shoes at all times;
- Informing the College community of the policy regarding administration of medications and monitoring the implementation of the policy to minimise students bringing unauthorised medication to school;

- Educating students and staff about medication allergies and the importance of taking medication prescribed only for them – age appropriate;
- Encouraging students to wear medic alert bracelets or necklaces and implementing the schools administration of medications policy for these students;
- Avoiding use of party balloons and contact with swimming caps and latex gloves around those students with latex allergies;
- Consider celebrating College achievements/festivals with non-food treats;
- Carefully planning cooking, craft and science classes by removing risk items such as egg cartons, milk containers, peanut butter jars, cereal boxes etc., if appropriate;
- Ensuring that teachers attending College camps and/or excursions are notified of any students with allergies and are familiar with their specific action plan. Staff from outside the school will also be notified about any students with allergies; and

Responding to an Allergic Reaction

If a student experiences a severe allergic reaction the college will:

- Administer the prescribed medication;
- Call an ambulance;
- Notify parents;
- Make a written report of the incident; and
- Review its policies/procedures, following any incident, with the school staff, the parents, the child's doctor, and the child (if age appropriate) to determine if any changes need to be made.

In any case, the College will conduct an assessment at regular intervals (or when it is determined that changes at the workplace may impact on first aid needs) to determine the adequacy and appropriateness of existing first aid facilities in the school or workplace.