



Tanglin Gippsland Medication Administration Policy

| | | |
|---|---|---|
| 1 | Overview..... | 2 |
| 2 | Definitions..... | 2 |
| 3 | Policy | 3 |
| 4 | Related Tanglin Gippsland Policies..... | 7 |
| 5 | Policy Review | 7 |

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

1 Overview

- 1.1 Tanglin Gippsland has a duty of care and the desire to provide for the care, safety and welfare of members of the campus, within the reasonable limits of its capacity to do so.
- 1.2 Tanglin has a specific duty of care for the wellbeing of students whereby the risk of harm is minimised and students are able to function within a physically and emotionally secure, supportive and productive environment. This encompasses the health and medical needs of students. Due to the nature of the campus and its programs, this duty of care extends beyond the campus and normal school hours.
- 1.3 In order to fulfil the responsibility to care for the needs of students, Tanglin endeavours to make proper arrangements to administer medication to those students who are ill or who have specific medical conditions which require it.
- 1.4 For the safety and welfare of the whole campus, Tanglin has a duty of care to ensure that the risk of harm is minimised with ongoing risk assessments in place and appropriate training for staff members.

2 Definitions

- 2.1 *Duty of care* refers to the requirement that staff members take all reasonable care to provide a suitable and safe environment for students and take reasonable measures to protect students from risk of injury that should have been reasonably foreseen. Safety measures will differ dependant on the age, health and location of the student.
- 2.2 *First Aid* as referred to in this policy, relates to emergency treatment and support provided to those who suffer injury or illness, while on campus or participating in an approved school activity.
- 2.3 *First Aid Officers* are those staff members appointed by Tanglin to provide first aid in the event of illness and injury, monitor students according to their condition and ensure that relevant injury and/or incident report forms are completed.
- 2.4 *Medical Practitioner* refers to a General Practitioner or other specialist doctor.
- 2.5 *Nurse* refers to a Division One Nurse who is registered with the Australian Health Practitioner Regulation Authority (AHPRA)
- 2.6 *Registered Health Professional* refers to medical professionals (such as Doctors, Nurses or Paramedics) who are registered with AHPRA.
- 2.7 *Medication* refers to a substance taken into the body to relieve symptoms, treat or cure a medical condition or illness. A common route by which medication is taken into the body is orally (e.g. tablet, capsule, liquid) but it can also be administered in other forms, including inhaled, injected or as a topical medication (cream).
- 2.8 *Parents* in this policy refers to a student's parent or legal guardian.
- 2.9 *PRN* refers to the abbreviation given to the Latin word pro re nata, which means, 'as the occasion arises; as needed'.

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

3 Policy

3.1 Authority to Administer

- 3.1.1 Parents have the primary responsibility for their child’s medical conditions and related medication administration.
- 3.1.2 Parents are responsible for providing accurate and up-to-date information about their child’s medical conditions and management needs, and for authorising the administration of medication for their child’s specific acute or ongoing medical condition.
- 3.1.3 For prescription and non-prescription medication to be administered to a student throughout their enrolment period, a once-off Medication Administration Authority Form must be completed by a parent/guardian.
- 3.1.4 Individual prescription medication to be administered to a student requires a Medication-specific Authority Form, to be completed by the parent/guardian when they provide Tanglin with the medication at the beginning of their child’s stay at the Gippsland campus. This form requires detailing the name of the medication, active ingredients, reason, frequency, route for administration, storage instructions, and period of administration (dates/ongoing).
- 3.1.5 If the medication is a schedule 8 medication, then the quantity needs to be counted by the staff member and parent/guardian with both parties signing the form. If the medication runs out or expires, a new form must be completed on receipt of additional medication which must be provided to Tanglin by the parents. Other medication, often purchased directly off the shelf, may also be provided by parents for ‘as needed’ (PRN) administration and will be given to the student in accordance with the reason documented in the medication-specific form (see above). Examples include paracetamol for headaches and antihistamines for hay fever.
- 3.1.6 Parents may give approval for their child to self-administer medication dependent on their age, capabilities and competence. Such self-administration of medication requires written approval by the Head of Campus or Nurse and, in some cases, the student’s medical practitioner.
- 3.1.7 In the case of an emergency, authorisation to administer medication may be given verbally by a parent or, if a parent cannot be contacted, by a registered medical practitioner or a Registered Health Professional or an emergency service. Documentation of such authorisation will be retained within the student’s medical records.
- 3.1.8 Tanglin Gippsland will ensure that information privacy principles are applied when collecting, using, retaining or disposing of student health information, including that of medication administration requirements. See Privacy Policy.

3.2 Administration and Documentation of Medication

- 3.2.1 The Campus Nurse is responsible for administering the medications that have been authorised by a student’s parent and/or medical practitioner.
- 3.2.2 First Aid trained staff may be required to administer authorised medication to a student, within the limits of their training competence and according to a student’s medical management plan.
- 3.2.3 All medication must be removed directly from the original packaging at the time the medication is to be administered to a student. If medication is loose, or does not come directly

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

from the packaging, it is not to be administered but either returned to the parent or disposed of safely.

- 3.2.4 In the case of a student medical emergency, such as an anaphylactic reaction, asthma attack, diabetic-related emergency or an epileptic seizure, appropriate first aid measures will be taken, which may include the administration of medication in accordance with action plans, in lieu of emergency services arrival. See related policies for more information.
- 3.2.5 Medication is to be administered only by those authorised to do so, ensuring the 6 rights of medication administration are adhered to, confirming the:
- Correct medication
 - Correct student
 - Correct dose
 - Correct time
 - Correct method/route
 - Correct documentation.
- 3.2.6 Once medication has been administered by a Nurse or First Aid Officer details must be correctly documented and recorded in the student’s medical records.
- 3.2.7 An inventory of schedule 8 medications (most commonly Ritalin) must be kept up-to-date and record all movement of medications (in and out) as it occurs.
- 3.2.8 All movement records of schedule 8 medications are to be completed and signed immediately on medications being received or dispensed. Entries must also be counter-signed, preferably at the time, by a staff member who witnesses the access and administration of the dose. When this is not possible, it must occur as soon as practicable thereafter, and after the remaining quantity has been confirmed by the countersigner.
- 3.2.9 For any PRN (as needed) medication administered to a student, a Nurse or First Aid Officer will send an email communication to the primary parent.
- 3.2.10 Students who have been authorised by their parents and/or medical practitioner to self-administer their medication (e.g. Ventolin inhaler, insulin) must do so responsibly and in accordance with Tanglin policies and procedures. If they are well enough to do so, the student will ideally attend the Health Centre or call for assistance if the medication has not been effective.
- 3.2.11 If a Nurse or First Aid Officer needs clarifying directions for a specific medication, they may contact a relevant hospital or pharmacy, while ensuring that they do not disclose identifying information of the student involved.
- 3.2.12 The privacy and confidentiality of a student being administered medication, as far as practicable, will be protected.
- 3.2.13 First Aid Officers and other staff members are not to administer the first dose of a new medication to a student in case of an allergic reaction. Initial doses should be supervised by a Nurse or Registered Health Professionals.
- 3.2.14 Nurses, First Aid Officers and other staff members are not to administer medication to any student other than the student named on the prescribed medication packaging and in accordance with the Medication-specific Authority Form. The only exception is in a life-

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

threatening emergency such as a student requiring Ventolin during an asthma attack when their own inhaler is not accessible.

3.3 Storing Medication

- 3.3.1 Parents must provide Tanglin with the required medication for their child in the original packaging, including over-the-counter medication. Medication is to be within its expiry date and the minimum amount possible for adequate administration is to be stored by Tanglin unless it is ongoing medication.
- 3.3.2 Medication is to be stored in accordance with the medication’s written instructions. For instance, some medications are to be refrigerated.
- 3.3.3 Medication is to be stored securely in a locked container or cabinet within the Health Centre and only accessible by authorised staff members responsible for administering the medication to the student, such as Nurses and First Aid Officers. Exceptions apply where a medication is required for a medical emergency (e.g., adrenaline auto-injector, asthma reliever, insulin) which should be stored in a safe but readily accessible location.
- 3.3.4 Where feasible, Tanglin will store a student’s self-administered medication but, where a student is permitted to carry their emergency medication, the Head of Campus or Nurse will consider whether the student needs immediate access to their medication, the storage requirements of the medication and the risks of unsafe access to other students.
- 3.3.5 Medication must not be accessible to students who may be in or near the Health Centre for treatment, observation or other purposes.
- 3.3.6 Schedule 8 medications must be kept locked in a wall-mounted S8 medication-only cabinet.
- 3.3.7 Specific medication may be stored in first aid kits for a camp or field trip. This medication, whether Tanglin-provided or family-provided, should not be accessible to students during the event.
- 3.3.8 All other medications are to be locked securely in a separate Health Centre medication cupboard.
- 3.3.9 Medication that has reached its expiry date will be disposed of safely (e.g. dropped off at a local pharmacy with student labels removed) by a Nurse or First Aid Officer.

3.4 Medication Error

If a student has taken medication incorrectly, Nurses, First Aid Officers or other relevant staff members are to take the following action:

- If relevant, follow any directions noted in a student’s medical management plan.
- Call the Poisons Information Line on 13 11 26 and give accurate details of the student and the incident.
- Immediately act on advice given, such as call 000 and request an ambulance.
- Contact the student’s parents or emergency contact person when safe to do so and notify them of the medication incident and the actions taken.
- Review the medication management and administration procedures in relation to the incident.

3.5 Immunisations of Students

Parents and guardians will be encouraged to speak to a Medical Practitioner prior to their attendance at Tanglin Gippsland regarding which immunisations would be appropriate for their child.

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

3.6 Medication Administration on Field Trips, Camps and Other Approved Activities

- 3.6.1 It is a requirement that relevant staff members are aware of all medical conditions and medication requirements that students may have prior to field trips, camps or other approved activities.
- 3.6.2 At each field trip, camp or other approved activity, there must be sufficient staff members trained in first aid and CPR to care for the needs of the students and staff attending.
- 3.6.3 Staff members will be provided with appropriate first aid supplies for use for use throughout the event and in an emergency and may request additional first aid supplies or medication prior to the activity or camp, in accordance with the camp schedule and student needs.
- 3.6.4 In addition to emergency medication such as adrenaline auto-injectors and Ventolin, first aid kits that are taken on camps-only will contain the following age-appropriate medication: paracetamol, antihistamines (non-drowsy), antiseptic cream for open wounds, rehydration solution (e.g. hydrolyte), sunscreen, insect bite relief cream and burn cream if considered appropriate. Families are informed of this in the Parent Handbook and are encouraged to update all medical records or to contact the Head of Campus or Nurse if any of the above should not be administered to their child.
- 3.6.5 Efforts will be made by staff to contact families should ongoing issues arise. All Tanglin-provided medication administered to a student during a camp or field trip must be documented on the First Aid Register. Excursion-only first aid kits will not contain non-emergency medication unless pre-arranged by the coordinating teacher.
- 3.6.6 All medication provided to the coordinating teacher (or delegate) must be within its original packaging and expiry date, and enough provided to last for the duration of the camp/field trip.
- 3.6.7 The coordinating teacher, or delegate, responsible for supervising and administering the medication must complete the Field trip Medication Register each time a student's medication is administered. This staff member is also required to be aware of when all medication is due for administration for each student throughout each day of the camp/event to ensure continuity of treatment is maintained.
- 3.6.8 All field trip medication forms are to be returned to the Nurse or Health Centre immediately after the conclusion of a field trip or camp for inclusion in student records.
- 3.6.9 Staff members are responsible for ensuring that medication is stored safely, securely and according to the medication storage requirements as is practicable during the event.
- 3.6.10 Staff members are responsible for ensuring that medication is not accessible to students while attending field trips or camps, unless otherwise arranged and documented.
- 3.6.11 Parents of students with specialised medical needs may be required to meet or speak with relevant staff members prior to the commencement of a field trip or camp in order to ensure that information regarding the administration of medication is accurate and thorough. Additional training for staff members may also be required prior to field trips.

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |

4 Related Tanglin Gippsland Policies

- Related Tanglin Gippsland policies include
- Accident and Incident Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Diabetes Management Policy
- Emergency and Critical Incident Management Policy
- First Aid Policy
- Student Health Policy
- This policy is to be read in conjunction with procedures relating to medication administration.

5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

| Prepared By | Approved By | Reviewed & Revised | Reviewed By | Next Review |
|----------------|---|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board – September 2024 | | | September 2026 |