



ADMINISTRATION OF MEDICATION POLICY

PURPOSE:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school of school-based activities		
SCOPE:	Students, parents and employees, including full time, part time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocation placements.		
REFERENCES:	<ul style="list-style-type: none"> • Australian Privacy Principles • Kutta Mulla Gorinna Inc administration of medication procedure 		
STATUS:	Awaiting approval	SUPERSEDES:	N/A
AUTHORISED BY:	Kutta Mulla Gorinna Inc	DATE OF AUTHORISATION:	
REVIEW DATE:	Every 2 years	NEXT REVIEW DATE:	
POLICY OWNER:	Kutta Mulla Gorinna Inc		

POLICY STATEMENT

Kutta Mulla Gorinna Inc is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have this access to a reasonable standard of support, a request for school staff to administer medication ensuring school hours will be considered where there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Kutta Mulla Gorinna is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

DOCUMENTATION

In the case of all routine and emergency medication, both prescription and non-prescription, Kutta Mulla Gorinna requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, Kutta Mulla Gorinna Inc also requires documentation from parents requesting the school to administer the medication.

In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/ or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

Kutta Mulla Gorinna requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

Kutta Mulla Gorinna will keep the following records as outlined in the Kutta Mulla Gorinna Inc administration of medication procedure.

- Requests from medical practitioners and/ or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action or emergency plans, as required¹

Kutta Mulla Gorinna Inc will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.

ADMINISTERING MEDICATION

Kutta Mulla Gorinna Inc follows the "Five Rights" of medication administration as outlined in the Kutta Mulla Gorinna Administration of Medication Procedure.

- Right person
- Right drug
- Right dose

¹ As of March 2017, individual student health plans are required for administering Medicinal Cannabis using the Queensland Health Medicinal Cannabis Management Plan template. You are also required to notify Queensland Health via a Notification of Medicinal Cannabis Management Plan

- Right time
- Right route

STORING MEDICATION

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Kutta Mulla Gorinna Inc administration of medication procedure.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff, as outlined in the Kutta Mulla Gorinna Inc administration of medication procedure.

EXPIRED MEDICATION

It is the parent's responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be administered.

STAFF TRAINING

Kutta Mulla Gorinna Inc will ensure that appropriate levels of training are provided for relevant staff if administering medication or according to individual health plans.

SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

Self-administration may apply to students who are assessed by their parents and medical practitioner as capable and as approved by the Executive School Director as appropriate.

DEFINITIONS

- **Prescription medication** – prescribed by a medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** – long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency medication** – administered in the case of an emergency only

Examples may include:

- Prescription/ routine: insulin
- Prescription/ non-routine: antibiotics
- Prescription/ emergency: EpiPen
- Non-prescription/ routine: anti-inflammatories
- Non-prescription/ non-routine: laxative
- Non-prescription/ emergency: antihistamine

RESPONSIBILITIES

School Responsibilities

Kutta Mulla Gorinna Inc acknowledges its responsibility to:

- Administer medication to students in line with this policy and the administer medication procedure to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharp and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan

Staff responsibilities

At Kutta Mulla Gorinna Inc employees have a responsibility when administering to:

- Attend any training required by Kutta Mulla Gorinna to enable them to safely administer medication
- Administer medication in line with this Policy and administer of medication procedure

Parent responsibilities

At Kutta Mulla Gorinna Inc parents have a responsibility to:

- Act in line this policy and the administration of medication procedure
- Submit the appropriate documentation when requesting the school to administer medication to their child
- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

Students

At Kutta Mulla Gorinna Inc students have a responsibility to:

- Act in line with this Policy and administration of medication procedure
- Allow employees to safely administer medication to them, including swallowing any oral medication

Kutta Mulla Gorinna INC

ABN: 26319617593 | Incorporation Number: IA57286

