

# MELBOURNE HIGH SCHOOL

## ADMINISTRATION OF MEDICATION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 98260711

### PURPOSE

To explain to parents/carers, students, and staff the processes Melbourne High School will follow to safely manage the provision of medication to students while at school or school activities, including 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 in our school's Anaphylaxis Policy
- The provision of medication for asthma which is provided in our schools Asthma Policy
- Specialised procedures which may be require for complex medical needs

### POLICY

If a student requires medication, Melbourne High School encourages parents to arrange for the medication to be taken outside of school hours. However, Melbourne High School understands that students may need to take medication at school or school activities. To support students to do so safely, Melbourne High School will follow the procedures set out in this policy.

### Authority to administer

Melbourne High School students attend school from the wider Melbourne metropolitan area. Many of our students travel long distances to get to school and may become unwell during the day, necessitating administration of medication to relieve their symptoms, continue their classes or enable them to travel home safely.

Melbourne High School currently employs a Division 1 Registered Nurse as School Nurse. Division 1 Registered nurses are permitted to administer schedule 2 medications. These types of medication are available from supermarkets and pharmacies.

The following medications are kept at Melbourne High School in the Health Centre

Brand name	Drug	Recommended Adult Dosage	Indication for administration
Panadol	Paracetamol 500 mg	1 to 2 tablets 4 hourly. Maximum 8 tablets in 24 hours	Pain and fever
Nurofen	Ibuprofen 200 mg	1 to 2 tablets 6 hourly. Maximum 6 tablets in 24 hours	Pain and inflammation
Cetrelief (same as Claratyne)	Cetirizine Hydrochloride 10 mg	1 tablet every 24 hours	Allergic reactions/Hayfever
Sudafed PE and Pain Relief	Phenylephrine 5mg and Paracetamol 500 mg	1 to 2 tablets 4 hourly. Maximum 8 tablets in 24 hours	Cold and flu
Gastro stop	Loperamide hydrochloride 5 mg	1 to 2 tablets after each loose bowel motion	Diarrhoea

Ventolin (Schedule 3 drug but does not require prescription)	Salbutamol	As per Asthma Victoria's recommendations/student plan	Asthma/difficulty breathing
Buscopan	Hyoscine butylbromide 10mg	2 tablets 6 hourly, max 6 in 24 hours	Abdominal pain
Hydralyte	Sodium chloride Potassium citrate Anhydrous Citric acid Anhydrous Glucose	1 sachet in 200 ml water	Dehydration
Mylanta	Magnesium Hydroxide 200mg, Aluminium Hydroxide-Dried 200mg, Simethicone 20mg.	2-4 Tablets chewed 3-4 times daily	Heart burn indigestion
Strepsils		1 lozenge every 2 hrs	Sore throat

This medication can only be administered by the School Nurse

### Permission to Administer Medication

At the commencement of the school year parents/carers will receive a document outlining the medications kept at Melbourne High School and their indication for use (see Appendix A: Medication Letter to Parents ). This document is sent to parents/carers via the student management system Compass. Parents/carers are requested to sign next to each medication that they consent their child taking. Completed forms are uploaded to the student's profile page on Compass (for Health Centre reference only) and duplicate copies are kept in the medication letter folders located in the Health Centre.

- The School Nurse may administer Paracetamol 500mg x2 tablets, once at their discretion

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

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school 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 School Nurse 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.
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.

### *Administration of Medication*

Students who request medication will be assessed by the Nurse for signs and symptoms of their illness/injury that indicate the need for medication. If it is the Nurse's professional opinion that the student's health condition requires medical support, the appropriate medication will be administered, providing parental approval has been given via the Medication Letter.

- The Nurse may at times withhold medication if further health care support is required

### *Self-administration*

In some cases it may be appropriate for students to self-administer their medication. The Principal or School Nurse 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 or School Nurse 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.

### **Storing medication**

All medications are stored securely in a locked cabinet in The Health Centre. Keys for the medication cabinet are kept with the School Nurse and a spare set at reception (for when an agency nurse is on duty)

Due to health conditions, students may, at times, leave personal medication with the Nurse for example - Sumatriptan (Imigran) for migraine. If a student's medication is to be stored in the Health Centre, the following information must be provided, and the medication signed in (see Appendix B for Student Medication Sign In Sheet and Appendix C Staff Member Medication Sign in Sheet).

The medication must be in the packaging from the pharmacy and contain the following

- Drug name and dosage and regular administration time
- Indication for administration
- Name of dispensing doctor

Any administration of student's own medication will be documented as per the school policy

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.

### **Recoding of Medical Administration**

the following information is recorded in the Health Centre Day Book

- Name of the person medication is to be administered to
- Name of medication
- Dosage of medication
- Time the medication is administered
- Indication for administration of medication
- Person administering the medication – signature

**Reporting Administration of Medication to Parents:** Parents are not routinely notified of the administration of medication to students. However, in the case of sending a student home due to illness or injury, the nurse will provide the parent with a verbal report of the treatment provided, including any medication administered.

### **Warning**

Melbourne High School 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 school 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 staff induction processes
- Available publicly on our school’s website and Student Management System - Compass
- Included as annual reference in school newsletter

### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal – Dr Tony Mordini
Next scheduled review date	July 2026

## Appendix A: Medication Letter to Parents



### MELBOURNE HIGH SCHOOL

A State Secondary College

#### Student Medication Administration Permission Form

Dear Parents,

Melbourne High School students travel to school from the wider Melbourne metropolitan area. There may be times when they become unwell over the course of the day. Within the role of School Nurse there will be occasions when your son/charge presents to the Health Centre, and it would be recommended that your son/charge be provided medication. Division 1 Nursing registration permits Division 1 Registered Nurses to legally administer medication within the Schedule 2 and selected Schedule 3 medication categories, as advised by the Therapeutic Goods Association of Australia and backed by the Australian Federal Government.

In discussion with the Department of Education, and Melbourne High School Council, a list of medications kept in the School Nurse's Office has been determined. This letter provides details of these medications, the indication for their administration and recommended dosage. To assist the School Nurse in caring for your son/charge the school is requesting you sign against the medications you give permission for the School Nurse to administer to your son/charge, should he require it throughout the course of the year.

Any medication NOT receiving signed permission, will not be administered. The Student Medication Administration Permission Form will be kept in the Health Centre and referred to by the School Nurse prior to the administration of any medication.

Please note: at times, medication may be with-held from your son/charge, so as not to mask any symptoms of his condition, particularly if he is being referred for further medical treatment.

If you wish to discuss this issue further, please contact the School Nurse, Ms Lisa Delahunty, 98260711.

Kind Regards,

Lisa Delahunty

RN Div.1 School Nurse



**Student Medication Administration Permission Form**

**Student Name**.....**Form**.....

**Parent Name**.....

The following medications are held by the School Nurse at Melbourne High School.

By signing next to each medication, I am giving permission for the School Nurse to administer the drug to my son. I understand that the School Nurse will only administer the medication when it is indicated, as shown by my son’s presenting illness’ signs and symptoms.

Brand name	Drug	Recommended Adult Dosage	Indication for administration	Parent Signature
Panadol	Paracetamol 500 mg	1 to 2 tablets 4 hourly. Maximum 8 tablets in 24 hours	Pain and fever	
Nurofen	Ibuprofen 200 mg	1 to 2 tablets 6 hourly. Maximum 6 tablets in 24 hours	Pain and inflammation	
Cetrelief (same as Claratyne)	Cetirizine Hydrochloride 10 mg	1 tablet every 24 hours	Allergic reactions/Hayfever	
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Gastro stop	Loperamide hydrochloride 5 mg	1 to 2 tablets after each loose bowel motion	Diarrhoea	
Ventolin (Schedule 3 drug but does not require prescription)	Salbutamol	As per Asthma Victoria’s recommendations/student plan	Asthma/difficulty breathing	
Buscopan	Hyoscine butylbromide 10mg	2 tablets 6 hourly, max 6 in 24 hours	Abdominal pain	
Hydralyte	Sodium chloride Potassium citrate Anhydrous Citric acid Anhydrous Glucose	1 sachet in 200 ml water	Dehydration	
Mylanta	Magnesium Hydroxide 200mg, Aluminium Hydroxide-Dried 200mg, Simethicone 20mg.	2-4 Tablets chewed 3-4 times daily	Heart burn indigestion	
Strepsils		1 lozenge every 2 hrs	Sore throat	

**Appendix B: Student Medication Sign-In Sheet**

**Melbourne High School**

**Student Medication Sign in Sheet**



Staff Name:

Medical Condition:

Medication: *The medication must be in the pharmacy dispensed packaging and labelled with the following information – Student Name, Doctors instructions, Dosage*

Dosage:

Date:

Staff Signature: .....

Nurse's Signature: .....

At times, medication dosages will need to be changed by the GP or treating specialist.

Dosage Change:

Date of change:

**Appendix C: Staff Medication Sign-In Sheet**  
**Melbourne High School**  
**Staff Medication Sign in Sheet**



Staff Name:

Medical Condition:

Medication: *The medication must be in the pharmacy dispensed packaging and labelled with the following information – Student Name, Doctors instructions, Dosage*

Dosage:

Date:

Staff Signature: .....

Nurse's Signature: .....

At times, medication dosages will need to be changed by the GP or treating specialist.

Dosage Change:

Date of change: