



**Catholic Education**  
Diocese of Rockhampton

# **Procedures for Administration of Medication in Catholic Schools and Colleges**

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**Scope:** This procedure applies to all Catholic Schools and Colleges conducted by Catholic Education, Diocese of Rockhampton (referred to as CEDR in the document).

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## Purpose

This document provides procedures for the planned administration of medications to students whilst attending school or school-based activities, in accordance with the advice of the student's prescribing health practitioner.

The procedure for the administration of first aid emergency medication are outlined in '*First Aid Procedures for Catholic Schools in the Rockhampton Diocese*'.

## Updating Medical Request Forms

Medication request forms should be updated at the beginning of each school year or when the medication needs of the student change.

Medication should be forwarded home at the end of each school year (with parents not via the student) and returned with an updated medication request form the following year. If medication is not collected follow disposal procedures.

## Storage of medication

Schools should establish and monitor procedures for safe and appropriate storage of medication in the original containers according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication which needs to be stored below 25 degrees Celsius)

Medication should be stored in a non-portable, locked space such as cupboard/cabinet reserved for medications only, in a secure fridge if required with authorised access only, or as directed in the student's Individual Health Plan, Emergency Health Plan or Action Plan.

Emergency medication such as an adrenaline auto-injector or an asthma reliever should be stored in a safe, unlocked location where it is easily accessible to the authorised student and staff at all times in the event of an emergency.

## Disposal of Medication

If advised by the parent that the medication is no longer required (i.e. change in medication order/dose) request that the parent visit the school for the medication to be returned directly to them in its original container (not via the student) or notify the parent of planned disposal arrangements.



## Training Requirements

Some students with specialised health needs may require the administration of medications (including emergency medications) which require specialist training beyond that provided in first aid training,

In such cases, to determine the safest option to manage risks to the student's health, the school should seek advice from a medical professional to:

- provide general advice to staff on the administration of the student's emergency medication
- explain issues associated with administering medication in an emergency
- discuss the level of training and re-training required to develop required competencies, especially if administration is likely to be infrequently
- identify local factors which may impinge on rapid access to medication (e.g. distance from emergency services to the school).

The principal/staff member will determine if administering the medication (apart from first aid emergency medications) would provide a level of care that could reasonably be expected of a school, taking into account the health needs of the individual student requiring support, the skills and knowledge of the school's staff, and the resources available from within the school and local community.

There may be some instances when schools do not have staff that are able to provide the level of care required to support the student's medical needs in a medical emergency.

If the school has close access to emergency services, the principal/delegated officer may determine, in the best interests of the student, that a student's emergency medication (other than first aid emergency medications) should be administered by ambulance or paramedic services who have the appropriate training and experience in administering more complex emergency medications. In these circumstances, the school should consult with their local emergency services and jointly plan for this emergency event.

All decisions regarding the option taken by the school should be in the best interests of the student, and would need to consider the capability and willingness of staff members to volunteer to perform a clinical/medical/health care response in a crisis situation. In these circumstances, the principal will work with the parent/carer and the treating health team to determine how best to plan the most appropriate course of action.

## Self-administration of medications

In schools, self-administration of emergency medication may apply to students who are assessed by their parents/carers as capable and approved by the principal as appropriate. Even where a student is competent at self-administering medication, the principal should also consider and assess any additional associated risks at the local school level in determining if it is safe for the student to self-medicate and additional safeguards may need to be enacted.



The principal will not approve students who require Ritalin or Dexamphetamine (or other controlled drugs) to keep their medications on their person in order to self-medicate, as these medications must be stored securely in a locked cabinet when not being administered.

No student should be expected to be fully responsible for self-administration of their emergency medication if they require it, as their symptoms may compromise their ability to do so.

## Administration of Medicinal Cannabis

The Public Health (Medicinal Cannabis) Act 2016 commenced on 1 March 2017. The Act allows medicinal cannabis products to be prescribed and dispensed to patients in Queensland. This legislation allows the storage and administration of medicinal cannabis in school and Early learning and Care settings under certain conditions.

The relevant legislation outlines the requirements for schools and services to follow, if parents request (using the appropriate forms) that medicinal cannabis is stored and administered at the institution.

The following steps must occur before the medicinal cannabis is stored or administered at a Rockhampton Catholic Education Site.

### Before the medicinal cannabis is brought to the school / service

1. Contact the Workplace Health and Safety (WHS) Co-ordinator at Rockhampton Catholic Education Office (CEO) to inform them of the request.
2. A medicinal cannabis management plan is to be completed and approved by the WHS Co-ordinator and relevant medical professionals.
3. The principal / approved provider of the school / service must authorise in writing that specific staff members can administer medicinal cannabis. This authorisation must be kept on file.
4. Relevant staff must be trained in the medicinal cannabis management plan.
5. CEO will advise the chief executive as required by legislation.

### After the medicinal cannabis is brought to the school / service

1. The medicinal cannabis is to be stored in an area that does not allow unauthorised access.
2. Records of administration of medicinal cannabis are to be kept in line with Administration of Medication Procedures.
3. The medicinal cannabis management plan must be reviewed when indicated on the plan or not more than 5 years after the plan starts.



## Protocols for the Safe Administration of Medication

### Step 1 - Written Parental Request Required

Schools require a written request from parents that their child be issued medication at school. For short term periods a letter is sufficient. For long term medications a medication request form (sample in these guidelines) must be filled in. These requests must be updated at the beginning of each school year or when the medication needs of the student change.

### Step 2 - Medical Authorisation Required

Schools require medical authorisation from a prescribing health practitioner to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

An original pharmacy label with the appropriate information on it will suffice as medical authority.

Ensure medication is provided in the original container with an attached prescription pharmacy label which constitutes a medical authority, and includes:

- student name
- dose
- time the medication is to be taken
- any other relevant directions for use e.g. whether medication is to be taken with food.

### Step 3 – Safe Administration Protocols

1. Infection control procedures to be followed – wash hands, gloves.
2. Check the student's identity – ask the students name (the student is to state their own name).
3. Confirm the name on the label and confirm correct medication / dosage etc.
4. Check the expiry date on the medication has not passed before issuing.

### Step 3 – Record of Administration

All medication administered to students must be recorded. Schools should develop an administration of medication record sheet (sample in these guidelines) to record the details on. This sheet should also be taken to offsite activities such as camps or excursions if medication is to be administered.

**It is essential that before medication is issued to a student, the student informs the staff member of their name and the name is confirmed on the medication package and the record sheet.**



SCHOOL NAME: \_\_\_\_\_



## REQUEST TO ADMINISTER MEDICATION AT SCHOOL

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Important Information

For school staff to administer over-the-counter medication, authorisation is required from a medical practitioner. An original pharmacy label with the child's name, dosage and time to be taken can be accepted as authorisation.

Please list all medications your child requires during school hours or emergency medications they may require.

Name of Medication	Dosage	Time to be Administered	Dates to be Administered	Other Instructions or Information

### **Please Note:**

The following points are for security and safety purposes, and are requirements of the *Health (Drug and Poisons) Regulation 1996 (Qld)*.

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SCHOOL NAME:** \_\_\_\_\_

## ADMINISTRATION OF MEDICATION RECORD

**Name of Student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

(Confirm name of student verbally and on medication before administering).

**Medication:** \_\_\_\_\_

Date	Time	Administered by	Signature