



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Medication Management Policy

PURPOSE OF THE POLICY

The aims of this policy are to ensure medication is stored, administered and recorded in accordance with current legislation; to ensure all students who require medication at school are appropriately supported; and the health and safety of all students is ensured.

This policy applies to all staff, volunteers, Board Members, students and parents/guardians of RGGGS.

This policy should be read in conjunction with “*Self-administration and Assisted Administration of Medication in Boarding*” procedures.

POLICY

1. Documentation:

All parents/guardians will be provided with a *Medication Authorisation Form* along with a *Medical Details Form* and *Consent to Treat* form at their daughter’s enrolment at Rockhampton Girls Grammar School and prior to each school year.

Parents/Guardians are requested to discuss with the health care coordinator if they wish their daughter to self-administer medication. Medications which will be considered for self-administration include the contraceptive pill, ventolin and other asthma puffers, insulin, epipen.

Changes to the original dosage of medication require notification to the health care coordinator in the form of a letter from the prescribing doctor.

All medication administered to students by the health care coordinator will be recorded electronically into the student’s individual TASS record.

All medication administered to students by boarding staff or teacher in out-of-school situations will be recorded on individual Student Medication Sheets.

S8 medication will also be recorded appropriately in the Controlled Drugs Record book at the Health Centre.

Parents of boarding students are advised to have an account at a local pharmacy to facilitate the medication needs of their daughters.

Student privacy will be preserved as far as practicable, however the School considers it best practice to notify the individual student’s teacher of her medication needs. Similarly, for camps and excursions, relevant teachers will be advised of medication requirements of all participating students. Parents/guardians are encouraged to discuss with the health care coordinator any concerns they may have with regard to the confidentiality of their daughter’s medication requirements.

The Principal must undertake where there have been clear breaches of the Policy, a full investigation and submit a full report together with recommendations to the Chairman of the Board of Trustees within seven working days.



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2. Storage:

Students may not hold medication for the purpose of self-administration without the prior acceptance of a parent/guardian's request to the health care coordinator.

All times medication must be kept in a secure place and remain in the original container.

S8 medications are to be stored in a locked cupboard in the Health Centre. Sufficient S8 medication will be issued to the boarding/camp supervisor to continue administration out of hours/during camps.

Parents are requested to supply any non-prescription medication which their daughter may require out of hours eg panadol, nurofen, antihistamines, cold and flu preparations. This should be labelled with the student's name and presented to the boarding supervisor to be locked securely.

3. Administration:

All medication will only be administered according to the instructions on the pharmacy label or original container in the case of non-prescription medication.

All medication for primary students is to be supervised in the Health Centre.

All medication to be taken during the school day should be stored in the Health Centre unless other arrangements are made with the health care coordinator.

Students requiring the use of nebuliser, spacer or asthma medication must supply their own masks, tubing, spacer and medication which may be held at the Health Centre for supervised administration.

A limited amount of paracetamol (panadol) is available from the boarding supervisors for boarding students whose *Medication Authorisation Form* has been signed by a parent/guardian for this medication.

Staff are able to request a dose of stocked non-prescription medication at the Health Centre.

4. Off campus:

All medication, including EpiPens/Anapens and insulin is to be retained in the control of the escorting teacher.

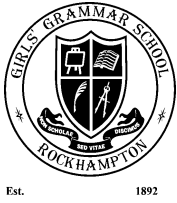
Parents of day students are responsible for ensuring that any medication required by their daughter whilst off campus is provided and given to the escorting teacher for safe storage.

The health care coordinator will ensure that the medication requirements of boarding students are provided for whilst off campus. A copy of the student's Medication Chart will be provided where applicable.

5. Disposal of medication:

The health care coordinator will return any expired medication from Health Centre stock to the school's pharmacy (AFS on Cambridge) for disposal.

Parents/guardians will be asked to collect their daughter's unwanted, unused or expired medication from the Health Centre, or if the parent prefers, the medication will be given to the school's pharmacy for disposal.



Medication Management Policy

Source Documents

- Nursing Act 1992
- Health (Drug and Poisons) Regulation 1996
- Queensland Nursing Council – Scope of Nursing Practice Decision Making Framework

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive, in consultation with the RGGS Health Centre
Review Date	Annually
Access	Public Availability – RGGS Website <ul style="list-style-type: none">• Staff Handbook• RGGS Health Centre Manual• Student Handbook – all parents/guardians of enrolled students

RELATED POLICIES AND DOCUMENTS

RGGS Student and Staff Handbooks

RGGS Health Centre Manual

RGGS Privacy Policy

General Operating Guidelines for the RGGS Health Centre

RGGS Student Health Record

RGGS Student Medication Administration Sheet

RGGS Self-administration and Assisted Administration of Medication in Boarding