



## Self-Administration and Assisted Administration of Medication in Boarding Policy

### ROCKHAMPTON GIRLS GRAMMAR SCHOOL

#### Self-Administration and Assisted Administration of Medication in Boarding

##### PURPOSE OF THE POLICY

Rockhampton Girls Grammar School aims to appropriately support all students who require medication at school to enable participation in the full range of school activities according to the advice of their medical practitioner.

##### POLICY

###### Self-administration

- The parent, Health Care Coordinator and Boarding staff must agree that the student is responsible enough to undertake self-administration of medication at school.
- The student must be able to ensure the secure storage of medication that may be potentially harmful to other students and the safe disposal of sharps.
- The student will notify their parent/guardian/Health Care Coordinator when medication quantity is low or approaching its expiry date so stock can be replaced.
- Medication which will be considered for self-administration includes asthma puffers, insulin, contraceptive pills, throat lozenges, creams and ear/eye drops and EpiPens/Anapens.

###### Documentation

- All boarding staff should be familiar with the schools *Medication Management Policy*.
- Boarding Staff are only able to administer paracetamol to boarding students when they have received direct parental/guardian consent or as notified by the Health Care Coordinator from the *Medication Authorisation Form*, or direct advice from the student's medical practitioner.
- Regular medication is recorded on the student's individual medication charts. "As required" medication is recorded on the *Medication and First Aid Supplies* form.

###### Storage

- All medication (with the exception of those approved for self-administration) are to be retained by the Boarding Supervisors to be secured in the non-portable, locked cupboard in the Boarding Houses.
- Medication required for medical emergencies, such as for anaphylaxis, diabetes, epilepsy or asthma are to be accessible at all times. **Emergency medication should not be stored in a locked cabinet.** It should be stored in a safe, accessible place for emergency use wherever the student may be.

###### Assisted administration

- All medication will only be administered from its original container and to the student whose name is on the container.
- Staff **are not** to administer any medication without the correct authorisation –prescription, supplied by parent, notification of consent for paracetamol from parent/guardian or Health Care Coordinator.
- Staff are to ensure that medication that belongs to one student is **never** administered to another student.
- If a student requires non-prescription medication such as Panadeine, Naprogesic, Zyrtec, etc. they will only be administered by the boarding staff if the student has her own supply.
- The Health Care Coordinator will be notified if the student misses a dose, including if the student refuses to take the medication, if a medication error occurs, or for any other medication concerns.
- If the information on the medication container differs to the request of the parent/guardian, do not administer the medication and seek clarification from the Health Care Coordinator.
- If the incorrect dosage of medication or the incorrect medication has been administered to a student the poisons information centre should be contacted immediately on 131126 and the advice given followed.



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An *Injury/illness/dangerous event form* should be completed and forwarded to the Health Care Coordinator.

### Procedures for administration

- Medication cupboard is unlocked immediately prior to giving the medication.
- The appropriate medication is selected from the cupboard.
- Check the details on the label to ensure it is the correct medication for the presenting student.
- Students are to take the medication in the presence of the staff.
- Complete and sign the Medication Sheet or Medication and First Aid Supplies sheet.
- Medication details are checked again for accuracy and the medication is returned to the medication cupboard and locked.

### Disposal

- Medication which is unwanted, unused and expired will be given to the student's parent/guardian, or if the parent prefers, boarding staff will send the medication to the Health Centre for disposal.

### POLICY RELEASE DETAILS

<b>Date of Policy</b>	September 2011
<b>Reviewed by</b>	RGGS Executive
<b>Review Date</b>	Biennially
<b>Access</b>	Public Availability – RGGS Website

### RELATED POLICIES AND DOCUMENTS

RGGS Workplace Health and Safety Policy

RGGS Medication Management Policy

RGGS Student/Parent Handbook

RGGS Staff Handbook