

APPENDIX A

Medication Management Policy and Practice Guidelines

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Scope

These policy and practice guidelines cover all students in residential houses and enable the safe management of medications. The practice guidelines direct the storage, administration and transport of medication, information sharing between staff, and responses to medication errors.

Definition of medication

The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:

1. authorised by a health care professional; and
2. dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date.

All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath/homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies.

Principles underpinning safe use of medications

1. Those responsible for the care of students must act reasonably to avoid foreseeable risk of injury or harm to students.
2. Carers should not administer medication to students if they do not feel competent and confident to do so. Assistance may be sought from the college nurse. Alternative arrangements for administering medication may need to be made.
3. Students must always be supervised when taking medication – prescription and non-prescription.
4. If there is suspicion that alcohol or other drugs have been consumed, advice from the Health Centre staff is required prior to administering medication.

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5. Where there is uncertainty for any reason on behalf of staff with the responsibility for administering medication, the college nurse or another health professional must be contacted prior to administering medication.
6. All prescription medication must be referred to the Health Centre and all over the counter medication must have a pharmacist's label containing the student's name and dosage rates.
7. Medications that are not clearly labelled or do not have an expiry date should never be used or put back in the cabinet. Please advise Health Centre staff for collection of any expired stock.

Procedure Guidelines

1. Medication packaging and transportation

Medication must:

- a) remain in the original packaging as supplied by the pharmacist or Health Centre.
- b) be under the direct control of staff during transportation until it is safely secured.

2. Secure storage

All medications must be stored in a lockable container or in a lockable cupboard specific to the storage of medicines and poisons. This will include:

- a) prescription drugs
- b) non-prescription drugs

All medications requiring storage in the refrigerator will be stored in a locked and labelled container in the refrigerator.

3. Medication register

A medication form or record will be completed on each occasion that any type of medication is administered. All prescription medication will have a specific medication chart provided by the Health Centre. All other medications will be recorded on student's individual medication sheets. All records should be stored in the locked cupboard or container with the medication.

The Record of Medication must be included in the archiving that occurs each year.

Information recorded in the medication chart/record must include:

- a) student's name
- b) date
- c) time the medication was administered
- d) type and strength of medication given
- e) dose administered
- f) specific route (oral, topical etc)
- g) specific instructions regarding the medication (eg taken with food)
- h) staff member's name and signature

4. Administering Prescription medication

- a) Prescription medication must only be administered to the student for whom it has been prescribed by a doctor and according to instructions.
- b) Confirm that the information on the pharmacist's label regarding medication name and strength corresponds to the name and strength of the medication displayed on outer and inner packaging.
- c) Check the expiry date of the medication on the external and any internal packaging.
- d) Tablets should not be handled and a graduated measure must be used for liquids.

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- e) Before providing the medication for the student, confirm:
 - ✓ Right student – check the student's name on the medication form.
 - ✓ Right medication – check medication name against the medication form.
 - ✓ Right time – confirm dosage times on the medication form.
 - ✓ Right dose – confirm dosage on both medication form and pharmacist's label.
 - ✓ Right route of administration – confirm route on medication form.
- f) At all times, medication must be kept in a secure place and remain in the dispensed container supplied by the pharmacist.
- g) Over the counter medication must be purchased through the Health Centre or by parents.

5. Administering non-prescription medication

Non-prescription medications are available "over the counter" (OTC) without a doctor's prescription. Non-prescription medications include Paracetamol, homeopathic remedies, cough syrup, topical medications and vitamins

- a) All medication must be supplied in the dispensed container and taken in accordance with the instructions on the dispensed container.
- b) Over the counter medications provided to individual students by parents, **must** have a pharmacist's label stating student's name and medication dosage regime.
- c) Confirm that the information contained in the pharmacist's label regarding medication name and strength corresponds to the name and strength of the medication displayed on outer and inner packaging.
- d) Medication expiry dates must be checked on external and any internal packaging before each use.
- e) Tablets should not be handled and a graduated measure must be used for liquids.
- f) At all times, medication must be kept in a secure place and remain in the dispensed container supplied by the pharmacist.

If symptoms (e.g. pain from toothache or a headache) that are being treated with an OTC medication persist beyond a 24 hour period, contact Health Centre staff.

6. Refusal to take medication

If a student refuses to take medication, the staff member should:

- a) talk with the student about the reasons for refusal
- b) contact Health Centre staff and parent/caregiver.
- c) document the refusal appropriately in the Boarding Discipline Database.

7. Medication errors or adverse reactions

Overdose and poisoning can occur accidentally or as a deliberate attempt to self-harm. Vigilance regarding the storage and provision of all medications is necessary to minimise the risk of harm to students.

Please Note: special care is needed to avoid paracetamol dosage errors. Paracetamol is present in a number of OTC medication including pain relief and cold and flu preparations. Special care is needed to identify the presence of paracetamol within these preparations.

If a staff member makes a mistake in administering the medication or notices a mistake in self-medication (i.e. dosage error), the following instructions must be followed:

1. inform Health Centre staff.
2. complete an incident form.

Stop giving the medication and inform the Health Centre staff if you observe signs and symptoms of allergy.

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Mild to Moderate Symptoms	Severe Reaction
swelling of lips, face, eyes	difficult/noisy breathing
hives or welts	swelling of tongue
tingling mouth	swelling/tightness in throat
abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)	difficulty talking and/or hoarse voice
	wheeze or persistent cough
	loss of consciousness and/or collapse
	pale and floppy (young children)

Antibiotics and pain relieving medications are most commonly responsible for adverse or allergic reactions.

Medication and alcohol/other drugs

If there is suspicion that a young person has consumed alcohol or other medication/drugs, do not administer any medication. Contact Health Centre staff. Any concern regarding possible over-dose or poisoning of a student must receive immediate medical attention.

Call an ambulance if the student is in distress. **If in doubt, call an ambulance immediately.**

8. Exceptions

The following may be an exception to these policies; if a judgement is made that a student can self-administer and store the medications appropriately:

1. **asthma inhalers** may be kept by students for self administration.
2. the **contraceptive pill** may be kept by students for self administration. This medication must be kept in students locked drawer at all times. Unsecured medication will be placed in the residential supervisors' locked cabinet for daily provision.
3. **daily insulin** requirements may be kept by students for self administration. Bulk supplies must be stored securely.
4. **Epipens** may be kept by students or stored in an easily accessible, visible location.

9. Medication Register Audits

An audit of each student's medication records will be carried out each semester.

APPENDIX B

Boarding Student Agreement form for Medication

We agree that boarding students will provide Boarding House staff with ALL medication to be used whilst boarding at Downlands College. We understand this includes both prescription and non-prescription (over the counter) medications. Any exception to this agreement must be with permission of Boarding House and Health Centre staff.

Student name: Boarding House:

Student signature: Date:

Parent/guardian name:

Parent/guardian signature: Date: