Health Care Centre Medication Policy

**Purpose:** To provide clear direction regarding the safe handling, storage and administration of prescription and over the counter medicines, within the school. In achieving this, the aim is to minimise the associated risks.

**Relevant to:** Primarily the School Nurse and Boarding Staff but may also include any staff member who is required to dispense medicine to a student (e.g. in an emergency or on an excursion).

**Responsible Officer(s):** School Nurse

**Date of Introduction:** June 2010

**Date of Review:**

**Modification History:**

**Related Documents:** Health Care Centre Policy

**Related Forms:**
- KRB Medication Chart
- KRB Medical Advice Form
- KRB Student Health Care Information Form

**POLICY:**
Medication will be stored, administered and documented in accordance with current legislation. Staff will be able to meet their requirements for duty of care to students. The health and safety of all students will be maintained at all times.

**RATIONALE:**
Students may require medicines at school for various conditions. It is essential to ensure that such medicines are given as directed and kept safely to minimise risk of drug error.

**PROCEDURES:**
By providing and following procedural guidelines it is anticipated that the medical condition will be safely and appropriately treated and risk to other students is eliminated. The procedures include checking for parental consent and student allergies, acquiring documentation from a prescriber, adhering to recommended doses, appropriate documentation of all medicines given, safe handling and storage of medicines and alerting staff to those students who are at risk of requiring urgent medication.
COMMITMENT:

- Kincoppal-Rose Bay aims to provide a safe environment for all students who may require medication during school hours and for boarders during term time.
- The School has a Health Care Centre staffed by a Registered Nurse from 8 am to 4 pm Monday to Friday.
- The Health Care Centre is primarily operated as a clinic for the Boarders and Day School parents should not send their unwell students to school to be cared for in the HCC.
- The control of medication should at all times be through the Nursing Staff in the Health Care Centre.
- Over the counter medication may only be administered to students with written permission from their parents or guardians on the Health/Medical form. This includes pain and headache medication. Prescription medicine requires documentation from the prescribing doctor.

To fulfill our commitment it is essential that parents of all students submit a completed Health/Medical form at school entry and at the start of each School year. This form is ultimately stored in the Health Care Centre and updated on the database by the Health Care Centre.

All medical records are kept in the School Health Care Centre and managed by the School Nurse.

Parents/guardians are encouraged to liaise with the School Nurse in relation to each daughter/son's medication and health needs. This will ensure that appropriate care is provided by Kincoppal-Rose Bay School for each student.

State Regulations control the supply, safe storage and recording of drugs. Regulations classify drugs into the following categories:

S2 Drugs: Available from the pharmacy and licensed general dealers, without prescription and storage must be inaccessible to the public.

S3 Drugs: Available only from a pharmacist who must provide advice regarding dosage and toxicity. Certain S3 drugs cannot be supplied below a specific age without prescription and must be stored away from public access.

S4 Drugs: Dispensed only with a doctor or dentist’s prescription; this includes all antibiotics and anti-depressants. Prescriptions are valid for 12 months from time of writing and special storage conditions apply to some drugs e.g. refrigeration.

S7 Drugs: The State Health Department only provides approval to prescribe these drugs.

S8 Drugs: Drugs of Addiction (e.g. Morphine, Amphetamines) are restricted in relation to the amount supplied and the number of repeats a person
can have. Certain drugs require approval by the Health Department. S8 drugs must be kept in a locked container within a locked cupboard.

“Prescription only” medication must not be administered to a student unless it has been prescribed by a medical practitioner for that student. Each medication prescribed by the doctor for a student should be recorded in the student’s health record, so that a complete up-to-date reference is available for all relevant staff.

**Drug Storage**

All medications purchased and given to the school nurse for a student by a parent must be securely stored in locked cupboards. Storage must conform to the manufacturers labeling.

Drugs will be stored in the Health Care Centre and monitored by Nursing Staff. Students may self medicate at the discretion of the nursing staff. The Boarding Staff may never administer a drug to a student without permission from either the School Nurse and/or parent. Paracetamol or ibuprofen may be initiated by Boarding Staff with parent’s signed consent. The School Nurse will take a history and examine the student and may initiate medicines with parent’s signed consent. Boarding Staff will then take direction from the nurse for ongoing medication as required.

**Medication Charts**

All medication (S2, S3, S4, S6, S8) administered to a student must be recorded on their medication chart, if a regular medicine, or otherwise in the student’s notes. This must include:

- Type of medication
- Date
- Time and strength of medication

The person who gives the student their medication must complete the entry and sign it. This would usually be the School Nurse or a member of the Boarding School.

**Boarding School**

The Director of Boarding will be informed of medications each boarding student is prescribed. The School Nurse liaises with the Director of Boarding in managing the health of the boarders.

Non-script medications are held in stock in the Health Care Centre. The School Nurse monitors the medical supplies of the Boarding School. If a parent wishes their daughter to have a specific non-prescription medicine, a letter must be supplied outlining the details of the condition to be treated.

At the initiation of regular prescription medicines or when doses are altered, a letter or *Regular Medication Form* is required to enable the dispensing of the medicine. All medicines must be supplied in the original packing and with the pharmacist’s directions.
**Day Students**

Non-script medications are held as available stock for Day Students. Prescription medication that a day student requires at school must be kept in the Health Care Centre and must be taken in front of the School Nurse.

Parents can supply S2, S3, S4 and S8 drugs to the School Nurse for issue to their daughter or son throughout the school day. All drugs must have the original label and instructions on the Packaging.

**Barat Burn Junior School**

The classroom teacher will liaise with the School Nurse to ensure that medications are provided at the appropriate time under supervision. Paracetamol is the only medicine supplied by the school to Barat Burn Students and only with signed consent from parents.

**Secondary School**

Students must to present to the Health Care Centre at the required time for their medication. No medicine shall be given without signed permission in a completed KRB Health Information Form.

**Parent Initiated Medication**

If parents request the School Nurse to administer S3, S4 & S8 medication to their child, they must provide documentation that includes:

- Explanation of the condition being treated
- Directions for the medication. Medication to be supplied in the original container/packet with the correct label for the student
- Student's full name, the name of the medication, its dosage and timing of administration (for over-the-counter medicine) or supply documentation from the prescriber containing student’s name, dosage of medication and dispensing time and information of the condition to be treated.

**Nurse Initiated Medications**

School Nurses will only give medication to either a day student or boarder with consent from a parent/guardian. Where written parental consent has been given, the Nurse may initiate the following medication within written protocol:

- Unscheduled medications from approved list determined by the school S2 medication from an approved list determined by the school. See current Student Health Information Form.

**Duty of Care**

A staff member who is not a Registered Nurse may provide assistance when necessary to a student who is taking medication and requires assistance.
Boarding Staff will be required to hold a current Senior First Aid Certificate. This certificate is valid for 3 years provided that annual CPR competency is maintained.

All students are required to surrender to staff, any medicines on arrival to the Boarding House. The medicines will be stored securely in the locked cupboard within the HCC.

**Safe Administration**

Always refer to written instructions set out by the medical practitioner. The following checklist should be adhered to:

- Right medication
- Right person
- Right dose
- Right route
- Right time
- Correct entry into student’s medication chart/notes

**Self-Administered Medication**

The decision for self-administration of medication by a student must be made School Nurse and/or Director of Boarding. In most cases this will be limited to antibiotics. All medication must be kept in a locked cupboard, and the student involved to be allocated a limit of 1 week’s supply of the medication. The medication must be provided in a pack that allows easy compliance and safety for the student involved.

The suitability of the student depends on

1. Storage of medication – Is there appropriate storage in the student’s room?
2. Compliance of the Student – Is the student at risk of self-harm?
3. Type of medication being taken – Usually limited to antibiotics.
4. Reliability and maturity of student

**Non-Western Medications**

While we understand the value of these medications, it is important that the Nursing Staff are familiar with the medication that every student in this School is taking. Students wishing to take non-western medications or medication not prescribed by a local General Practitioner must consult the Nursing Staff.

Permission to take these medications will be granted on a per case basis.