

## **MATER DEI MEDICATION POLICY AND PROCEDURES**

Mater Dei is a school for students with a mild to moderate cognitive disability, many of whom are required to take medications on a regular daily basis or occasional basis. Mater Dei recognises that it has a Duty of Care to take all reasonable practical steps to provide its students with a safe and healthy environment when it comes to administering medication as authorised by the students' medical practitioner.

### **Definitions**

For the purpose of the Policy, **Prescribed Medication** is defined as, "Authorised by a health care professional and dispensed by a pharmacist with a printed label, which includes the student's name, dosage and expiry date". Examples include, but are not limited to, antibiotics and Ventolin.

All medication that does not meet these criteria is defined as **Non-Prescribed** and includes, but is not limited to, eczema cream, paracetamol and antihistamine.

### **POLICY**

The Mater Dei School Medication Policy and Procedures has been developed to clarify the responsibilities of parents/guardians and staff in the procedures and protocols that need to be maintained in order to ensure that medications are administered correctly to Mater Dei students whilst they are attending school. The Policy outlines the transport of, documenting of and administering of all student medications.

The Mater Dei School Medication Policy and Procedures addresses the following principles:

- safe principles and practices to transport medication between home and School;
- safe principles and practices to administer medication;
- hygiene practices;
- an acute attention to detail;
- the maintenance of accurate records;
- up to date professional development knowledge of administering techniques;
- First Aid qualifications;
- legislative requirements;
- recommended advice and practices from a medical source;
- accurate and open communication between staff, families/guardians and students; and
- the accountability of staff when administering medication.

## **RESPONSIBILITIES**

It is understood that there is a shared responsibility and accountability between staff and parents/guardians to implement this Policy and associated Procedures as a matter of high priority due to the potential health risks of incorrect administration.

### **CEO/Principal**

The CEO/Principal (or nominated member of staff) is responsible for:

- provision of the Policy;
- clearly explaining during the enrolment process and interview, the Mater Dei Medication Policy; and
- ensuring access to the Mater Dei School Medication Policy and Procedures via the Parent Handbook and School website.

### **First Aid Officer on Duty**

The First Aid Officer on Duty is responsible for:

- Taking delivery of Medication from Taxi Drivers, parents/guardians or other staff members and ensuring that it is packaged, recorded and stored securely whilst on School Premises;
- Ensuring parents/guardians, or respite carers complete in full and sign the appropriate Mater Dei Medication Tracking Form when medication is sent through to and is to be administered at School and that the Tracking Form corresponds with the medication. A Medication Tracking Form MUST have been received prior to any medication being administered; (Annexure A)
- Completing in full and signing a Mater Dei Medication Tracking Form when medication is sent from School to the Student's home or place of respite; (Annexure A)
- Ensuring parents/guardians complete in full and sign the appropriate Mater Dei Medication Checklist when medication is sent through to and is to be administered at School. A Medication Checklist must have been received prior to any medication being administered; (Annexure B, C or D)
- Ensuring that all medications administered at school are done so in accordance with the basic principles of medication administration;
- Resolving any foreseen difficulty before medication is administered by contacting the parents/guardians;
- Ensuring out-of-date medication is not administered;
- Cross checking with another member of staff before administering medication;
- Completing and signing the Administration Record that appears on the back of the relevant Medication Checklist (Annexure B, C or D) and ensuring a second staff member signs it as

well;

- Seeking verbal permission from parents/guardians to allow Mater Dei staff to administer First Aid remedies such as paracetamol, antihistamines, Ventolin, etc. if required;
- Contacting the Emergency Services in an emergency;
- Archiving all Tracking Forms and Checklists; and
- Delivering medications to Taxi drivers, parents/guardians at the end of the day.

### **All Staff**

All staff are responsible for:

- Ensuring that parents/guardians or Taxi Drivers deliver medication to the First Aid Officer on Duty so that it can be stored securely and in a timely manner in an authorized storage unit (Cupboard or fridge); and
- Monitoring students in their care for any adverse reactions following the administration of medication.

### **Parents/Guardians**

Parents/guardians are responsible for:

- Notifying the CEO/Principal (or nominated member of staff) on enrolment of any long-term medical conditions where medication is required either intermittently or on a continuous basis.
- Informing the First Aid Officer on Duty via a phone call or the student's diary of any medications (including Paracetamol) being administered to the student outside school hours, which have relevance to administering times at School;
- Ensuring that all medications are correct and clearly labeled with prescribed information (dosage, time of administering and student's details) in a Blister Pack, or in the case of liquids and puffers, with the Pharmacy's dispensing label only;
- Ensuring that all non-prescribed medications are correct and completing a Mater Dei Non-Prescribed Medication Schedule requesting Mater Dei staff to administer Non-Prescribed Medications; (Annexure I)
- Completing in full and signing the appropriate Mater Dei Medication Checklist when medication is sent through to the School in the labeled plastic bag with the student's medication. A Medication Checklist must have been received prior to any medication being administered. (Annexure B, C or D) The Blister Pack Visual Checklist (Annexure H) must be used to assist in completing the Mater Dei Medication Checklist – Blister Pack (Annexure B);
- Ensuring that Medications are transported to School in a sealed and labeled plastic bag accompanied by a completed Mater Dei Medication Tracking Form. A Medication Tracking

Form MUST have been received prior to any medication being administered; (Annexure A)

- Ensuring that all medications are handed to the relevant personnel eg RN, First Aid Officer or Taxi Driver and signed for. It is vital that medication is NOT sent to School in a student's school bag;

- Giving verbal permission to allow Mater Dei staff to administer First Aid remedies such as Paracetamol, antihistamines, Ventolin, etc. should the RN or First Aid Officer on Duty request such permission; and

- Working with their children, where appropriate, to assist them in the preparation of taking medication at school as independently as possible.

## **PROCEDURES – TRANSPORT AND TRACKING**

### **1. General**

- Parents/guardians MUST complete in full and sign the appropriate Mater Dei Medication Tracking Form when medication is sent through to the School. A Medication Tracking Form MUST have been received prior to any medication being administered. (Annexure A)

- Parents/guardians MUST complete in full and sign the appropriate Mater Dei Medication Checklist when medication is sent through to the School. A Medication Checklist MUST have been received prior to any medication being administered. (Annexure B, C or D)

- All routine, PRN and episodic tablet or capsule medication to be used by a student MUST ONLY be supplied to Mater Dei in a pharmacist issued Blister Pack. The Blister Pack must be packaged according to the Mater Dei Medication Checklist - Blister (Annexure B) and the Blister Pack Visual Checklist (Annexure H)

- All other prescribed medications that are in liquid, suspension, granule or cream form MUST ONLY be supplied in a clearly and correctly labeled authorised container. Non-Blister packaged medications MUST have a pharmacy printed label containing:

- i. Name of the Student;
- ii. Treating Doctor's name;
- iii. Date of authorization or supply;
- iv. Recommended dose, volume or application instructions;
- v. Frequency of use; and
- vi. Name of the drug.

- Non-prescribed medication will only be accepted in the original packaging. There must be written authorisation on a Mater Dei Non-Prescribed Medication Schedule from the parents/guardians before non-prescribed medication can be administered. Mater Dei staff will not administer herbal supplements or homeopathic remedies. (Annexure I)

- The First Aid Officer on Duty is responsible for locking the student's medication in individual packaging in the Medication Cupboard in the First Aid Room. The Medication Cupboard can only be accessed by the First Aid Personnel and members of the School Executive and Program Manager as appropriate. The Medication Cupboard must be kept locked at all times except when in immediate use. Staff must ensure that keys to the Medication Cupboard are stored securely. It is the responsibility of the First Aid Officer on Duty to ensure that medication is stored in accordance with the manufacturers recommended temperature range and conditions.

- First Aid personnel will update the Weekly Medication Dispensing Schedule as needed and display a copy on the First Aid Notice Board. (ANNEXURE F)

## **2. Transport of Medication to School from Home/Respite via Taxi**

- Parent/guardian completes and signs the relevant Mater Dei Medication Checklist for the medication being sent to School. (Annexure B, C or D) NB. Parents/guardians are entirely responsible for ensuring that all medication sent to School is correct.

- Parent/guardian places completed Mater Dei Medication Checklist and medication in a sealed plastic bag clearly labelled with the student's name.

- Parent/guardian completes a Mater Dei Medication Tracking Form, which indicates what medication is being sent to School in the plastic bag. (Annexure A)

- Sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are handed to Taxi Driver who places them in the Taxi Bag. Driver enters receipt of the package in their Taxi Log and the entry is initialled by the parent/guardian. (Annexure A) (Annexure G)

- The Taxi Bag must be visible in the front cabin of the Taxi at all times. Students must not have access to the Taxi Bag at any time – including transferring the bag to and from Taxi.

- Once students alight, the medication (via the Taxi Bag) must be given to the First Aid Officer on Taxi Duty by the Taxi Driver who immediately signs off the medication on the Mater Dei Medication Book. (Annexure E)

- At the end of Taxi Duty the First Aid Officer on Taxi Duty takes the Taxi Bags immediately to the First Aid Room.

- For medication to be administered at school the First Aid Officer on Duty cross checks that the Medication Tracking Forms (Annexure A) correspond with the contents of the plastic bags containing medication and that each medication in the plastic bag has a completed Mater Dei Medication Checklist accompanying it. (Annexure B, C or D)

- If any discrepancies exist the First Aid Officer on Duty is to contact parents/guardians advising them of the issue. If the medication is not accompanied by the required Mater Dei Medication Checklist then the First Aid Officer is to advise the parent/guardian that medication WILL NOT be administered unless the required forms are completed. It will then be the responsibility of the parents/guardians to forward the correct paperwork or to attend

school to administer the required medication. (Annexure B, C or D)

- The First Aid Officer on Duty will lock all students' medication in the Medication Cupboard in the First Aid Room, ensuring that medication is stored in accordance with the manufacturers recommended temperature range and conditions.

### **3. Transport of Medication to School via car at Parent Pick Up**

- Parent/guardian completes and signs the relevant Mater Dei Medication Checklist for the medication being sent to School. (Annexure B, C or D) NB. Parents are entirely responsible for ensuring that all medication sent to School is correct.

- Parent/guardian places completed Mater Dei Medication Checklist and medication in a sealed plastic bag clearly labelled with the student's name. (Annexure B, C or D)

- Parent/guardian completes a Mater Dei Medication Tracking Form, which indicates what medication is being sent to School in the plastic bag. (Annexure A)

- Sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are handed to staff member on duty upon arrival at Parent Pick Up. Staff member then places them in the Medication Basket. The staff member enters receipt of the package in the Mater Dei Medication Book and the entry is initialled by the parent/guardian. (Annexure A) (Annexure E)

- At the end of Parent Pick Up the staff member takes the Medication Basket and Mater Dei Medication Book immediately to the First Aid Room. (Annexure E)

- For medication to be administered at school the First Aid Officer on Duty cross checks that the Medication Tracking Forms (Annexure A) correspond with the contents of the plastic bags containing medication and that each medication in the plastic bag has a completed Mater Dei Medication Checklist accompanying it. (Annexure B, C or D)

- If any discrepancies exist the First Aid Officer are to contact parents/guardians advising them of the issue. If the medication is not accompanied by the required Mater Dei Medication Checklist then the First Aid Officer on Duty is to advise the parent/guardian that medication WILL NOT be administered unless the required forms are completed. It will then be the responsibility of the parents/guardians to forward the correct paperwork or to attend school to administer the required medication. (Annexure B, C or D)

- The First Aid Officer on Duty will lock all students' medication in the Medication Cupboard in the First Aid Room, ensuring that medication is stored in accordance with the manufacturers recommended temperature range and conditions.

### **4. Transport of Medication to School via Administration**

- Parent/guardian completes and signs the relevant Mater Dei Medication Checklist for the medication being sent to School. (Annexure B, C or D) NB. Parents/guardians are entirely responsible for ensuring that all medication sent to School is correct.

- Parent/guardian places completed Mater Dei Medication Checklist and medication in a

sealed plastic bag clearly labelled with the student's name. (Annexure B, C or D)

- Parent/guardian completes a Mater Dei Medication Tracking Form, which indicates what medication is being sent to School in the plastic bag. (Annexure A)
- When parent/guardian presents at School Administration with student, the First Aid Officer on Duty is called to come and collect the medication. The sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are handed to the First Aid Officer on Duty. The First Aid Officer on Duty enters receipt of the package in the Mater Dei Medication Book and the entry is initialled by the parent/guardian. (Annexure A) (Annexure E)
- The First Aid Officer on Duty cross checks that the Medication Tracking Form (Annexure A) corresponds with the contents of the plastic bag containing medication and that each medication in the plastic bag has a completed Mater Dei Medication Checklist accompanying it.(Annexure D, E or F)
- If any discrepancies exist the First Aid Officer on Duty declines accepting the medication and requests that the parent/guardian completes the required documents. If the medication is not accompanied by the required Mater Dei Medication Checklist then the First Aid Officer is to advise the parent/guardian that medication WILL NOT be administered unless the required forms are completed. (Annexure B, C or D)
- The First Aid Officer on Duty takes the medication and Mater Dei Medication Book immediately to the First Aid Room. (Annexure E)
- The First Aid Officer on Duty will lock all student's medication in the Medication Cupboard in the First Aid Room, ensuring that medication is stored in accordance with the manufacturers recommended temperature range and conditions.

## **5. Transport of Medication from School to Home/Respite via Taxi**

- The First Aid Officer on Duty places medication in a sealed plastic bag clearly labelled with the student's name.
- First Aid Officer on Duty completes the Mater Dei Medication Tracking Form, which indicates what medication is being sent to home/respite in the plastic bag. (Annexure A)
- Sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are placed in the relevant Taxi Bag and handed to the relevant Taxi Driver. The First Aid Officer on Duty enters delivery of the plastic bag in the Mater Dei Medication Book and the entry is initialled by the Taxi Driver. (Annexure A) (Annexure E)
- The Taxi Bag must be visible in the front cabin of the Taxi at all times. Students must not have access to the Taxi Bag at any time – including transferring the bag to and from Taxi.
- Upon arrival at the student's home/place of respite the Taxi Driver delivers the medication bag and Mater Dei Medication Tracking Form to the parent/guardian. The parent/guardian initials receipt of the medication in the Taxi Log. (Annexure A) (Annexure G)
- The parent/guardian immediately upon receipt cross checks that the Mater Dei Medication

Tracking Form corresponds with the plastic bag containing medication and that the contents of the plastic bag corresponds with what is listed on the Mater Dei Medication Tracking Form. (Annexure A)

- If any discrepancies exist the parent/guardian are to phone the School switch (which is manned until 4.30pm daily) advising them of the issue. (ph. 46557481)

## **6. Transport of Medication from School via car at Parent Pick Up**

- First Aid Officer on Duty places medication in a sealed plastic bag clearly labelled with the student's name.

- First Aid Officer on Duty completes the Mater Dei Medication Tracking Form, which indicates what medication is being sent to home/respice in the plastic bag. (Annexure A)

- Sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are placed in the Medication Basket and taken to Parent Pick Up. The nominated staff member on duty, enters delivery of the Medication in the Mater Dei Medication Book and upon collection the entry is initialled by the parent/guardian. (Annexure A) (Annexure E)

- The parent/guardian immediately upon receipt cross checks that the Mater Dei Medication Tracking Form corresponds with the plastic bag containing medication (Annexure A).

- If any discrepancies exist the parent/guardian is to advise Mater Dei of the issue.

- The staff member on duty is to then forward the Mater Dei Medication Book to the First Aid Officer on Duty as soon as the duty has finished. (Annexure E)

## **7. Transport of Medication from School via Administration**

- Parent/guardian arrives at Administration to pick child up from School. Office staff member asks parent/guardian if the student has medication that needs to be collected. If the answer is "Yes" the First Aid Officer on Duty is requested to bring medication to Administration. If the parent/guardian is unsure if there is medication to collect the Office staff member contacts First Aid to check.

- If the student has medication to collect the First Aid Officer on Duty places medication in a sealed plastic bag clearly labelled with the student's name.

- First Aid Officer on Duty completes a Mater Dei Medication Tracking Form, which indicates what medication is being sent to home in the plastic bag. (Annexure A)

- Sealed and labelled plastic bag and separate Mater Dei Medication Tracking Form are taken by the First Aid Officer on Duty to Reception. The First Aid Officer or staff member on duty, enters delivery of the Medication in the Mater Dei Medication Book and upon collection the entry is initialled by the parent/guardian. (Annexure A) (Annexure E)

- The parent/guardian immediately upon receipt cross checks that the Mater Dei Medication Tracking Form corresponds with the plastic bag containing medication and that the contents of the plastic bag corresponds with what is listed on the Mater Dei Medication Tracking



Form. (Annexure A)

- If any discrepancies exist the parent/guardian are to notify the First Aid Officer.

## **PROCEDURES - ADMINISTRATION**

### **1. General**

- The First Aid Officer on Duty MUST maintain hygiene standards and take all necessary WHS precautions when physically handling Blister Pack medications or non-Blister Pack medications.
- The dignity of each student is to be promoted and maintained during the process of medication administration.
- The First Aid Officer on Duty will administer the approved medication to the student in an appropriate location according to the basic principles of medication administration. The principles are to ensure the correct student is receiving the medication and the medication is being administered in accordance with the pharmaceutical label directions (for prescribed medication) or student's Non-Prescribed Medication Schedule (for non-prescribed medications) (Annexure I)
- The First Aid Officer on Duty will collect the student's medication from storage, checking the student's name and identity photo (in the case of a Blister Pack). A second member of staff will cross-check this procedure.
- In the case of Non-Blister Pack Prescribed Medication the First Aid Officer on Duty will read the pharmacy label and checking the name, strength and time of medication.
- In the case of a Blister Pack, the First Aid Officer on Duty will identify the appropriate blister to remove the medication from. A second member of staff will cross-check this procedure.
- For Non-Prescribed medication, the First Aid Officer on Duty will check that the name, strength and time of medication matches the details contained in the Student's Non-Prescribed Medication Schedule. A second member of staff will cross-check this procedure. (Annexure I)
- The First Aid Officer on Duty will measure the correct dosage or remove medication from the blister and the second member of staff will cross-check that the dosage is correct.
- If the student is able to self-administer their medication, the First Aid Officer on Duty will prompt the student to take the medication, observing that it has been fully ingested/absorbed.
- If the student is unable to self-administer their medication, the First Aid Officer on Duty will provide whatever assistance is required to enable the student to take their medication. This may include prompting the student, placing the medication in the student's mouth or providing sufficient fluid to ensure that the medication is swallowed. Staff must observe until

they are sure that the medication has been fully ingested/absorbed.

- The First Aid Officer on Duty and the second staff member must date, time and initial the Administration Record on the back of the relevant Checklist List (Annexure B, C or D) after the student has been medicated.

- In the case of a new medication being administered or medication quantities being changed, the First Aid Officer on Duty must observe the student for 10-15 minutes for any side effects associated with the medication.

- The First Aid Officer on Duty will re-lock the student's medication in the Medication Cupboard in the First Aid Room, ensuring that medication is stored in accordance with the manufacturers recommended temperature range and conditions.

- In the event of Extra Curricular Opportunities, SWP, outings, camps or retreats, the above procedures must be followed.

- The First Aid Officer on Duty must call the parent/guardian to obtain authority to administer paracetamol or similar medication before dispensing. They must also enquire about and confirm the last time the same or similar medication was administered and record the advice of the parent/guardian in the school Occasional Medication Sheet and Medication Daily Diary, Living Skills Program Medication Diary and the student's individual diary.

### **LINE OF COMMUNICATION**

Should an error or issue arise in the administering of medication to a student while at school, then the following line of communication MUST be followed:

1. The First Aid Officer notifies the Assistant Principal and CEO/Principal of the issue;
2. The First Aid Officer will phone the student's parent/guardian to notify them of the issue;
3. Where necessary the First Aid Officer on Duty will notify the student's Pastoral Teacher; and
4. The First Aid Officer on Duty will file note the issue and forward the file note to the Assistant Principal.

In the case of an emergency situation the First Aid Officer on Duty will, in the first instance, call for an ambulance before following the above lines of communication.

### **Internal Communications**

The Assistant Principal or School Nurse will be responsible for providing information to all staff, students and parents/guardians about asthma and the development of the school's asthma management strategies.

Volunteers and casual relief staff will be informed on arrival at the school if they are caring

for a student at risk of asthma and their role in responding to an asthma attack.

### **Employees Responsibilities**

Mater Dei School employees are responsible to ensure that they:

- Have the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's health plan.
- Are familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times.
- Work with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs.
- Notify the CEO/Principal and Assistant Principal and inform parents/guardians as soon as possible of concerns regarding management of the student's health care.

### **IMPLEMENTATION**

This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/guardians and the students themselves; and
- Initiation of corrective actions where necessary.

### **DISCIPLINE FOR BREACH OF POLICY**

Where a staff member breaches this policy Mater Dei School may take disciplinary action.

### **ANNEXURES**

- A. Mater Dei Medication Tracking Form
- B. Mater Dei Medication Checklist – Blister Pack
- C. Mater Dei Medication Checklist – Other prescribed medication
- D. Mater Dei Medication Checklist – Non prescription medication
- E. Mater Dei Medication Book
- F. Weekly Medication Dispensing Schedule
- G. Taxi Log

H. Blister Pack Visual Checklist

I. Mater Dei Non-Prescribed Medication Schedule

**RELATED POLICIES/STATEMENTS**

Mater Dei Accident Management Policy and Procedures

Mater Dei First Aid Policy

Mater Dei Medical Health Care Plans

Mater Dei Enrolment Policy and Procedures

Mater Dei Parent Handbook

Allergy Awareness Policy

Anaphylactic Shock Management Policy

Asthma Management Policy

Date finalised and ready for approval	January 2017	
Approved at Leadership Team YES / NO / NA	Signed	Date
Approved at Board YES / NO / NA	Signed	Date
Staff Briefed YES / NO	Signed	Date
Review Date	July 2018	

**PARENT/GUARDIAN ACKNOWLEDGEMENT**

I/we \_\_\_\_\_ have read, understood and agree to comply with the terms of the Mater Dei School Medication Policy and Procedures.

I/we accept full responsibility for ensuring that all medication sent to school for \_\_\_\_\_ is correct and that Mater Dei is only responsible for following correct administration procedures as per this Policy.

\_\_\_\_\_  
Signed Parent/Guardian 1

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signed Parent/Guardian 2

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name of Student

**STAFF ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read, understood and agree to comply with the terms of the Mater Dei School Medication Policy and Procedures.

\_\_\_\_\_

Signed

\_\_\_\_\_

Dated