ADMINISTRATION OF MEDICATION

Help for non-English speakers

If you need help to understand the information in this policy, please contact Rubicon Outdoor School on 03 5773 2285 or via email at Rubicon.os@education.vic.gov.au

PURPOSE

To ensure that Rubicon Outdoor School appropriately administers medication.

OBJECTIVE

To explain to Rubicon Outdoor School staff, visiting schools', parents/carers, students and staff the processes Rubicon Outdoor School will follow to safely manage the provision of medication to students while at the school or on excursion.

SCOPE

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

As a school setting delivering outdoor educational experiences to students from visiting government schools, Rubicon Outdoor School works with each visiting school to ensure the administration of medication to students is managed safely and in accordance with Department's Medication Policy.

Authority to administer

It is the responsibility of each visiting school to ensure a confidential medication information form is completed by parents/carers prior to the scheduled visit. Rubicon Outdoor School will provide a medical and consent form template.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- A Rubicon Outdoor School medical and consent form
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)
- Allergy plan (if required)
- Epilepsy plan (if required)
- And any other medical plans relevant to their time at Rubicon Outdoor School

All information is entered into Rubicon's Student Management System (SMS) and hardcopies of the documents, whilst students are at the school, are stored in a secure location (Thornton Campus or Nayook Campus first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If

required, Rubicon Outdoor School will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the school's SMS. A summary of the medical forms is to be taken with each class group and provided to visiting school staff. It is the responsibility of the visiting school to manage the administration of medication to students, in consultation with the Principal and staff at Rubicon Outdoor School. Prior to each visiting school arriving, the visiting school must nominate a member of staff to manage the administration of medication for the period of the visit. This protocol will be reinforced at the briefing of visiting staff when they arrive at the school, where visiting teachers will be inducted into the processes around storage of medication and the location of emergency first aid equipment.

It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursion as per DE Excursion Guidelines.

- Between 8am to 7pm Rubicon Outdoor School Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Between 7pm and 8am **nominated visiting school staff** who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- When and if required a handover will be provided between Rubicon Outdoor School Staff and nominated visiting school staff.

Storing medication

The Rubicon Outdoor School Principal (or their nominee) will put in place arrangements so that medication brought to the school is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For most students, Rubicon Outdoor School will store student medication in a locked designated area. At both campuses this is the First Aid Room.

Administering medication

Where a student requires medication to be administered during their visit to Rubicon Outdoor School, **a nominated visiting school staff member** must be responsible for supporting the administration of the medication and for ensuring the parents/carers have provided all relevant forms in accordance with Department policy.

Any medication brought to Rubicon Outdoor School by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers and the visiting school need to ensure that the medication a student brings to Rubicon Outdoor School is within its expiry date. If **a nominated visiting school staff member** or Rubicon Outdoor School staff become aware that the medication brought by a student has expired, the

nominated visiting school staff responsible for medication will contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at Rubicon Outdoor School, the **nominated visiting school staff member** will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
    - the student receives their correct medication
    - in the proper dose
    - via the correct method (for example, inhaled or orally)
    - at the correct time of day.
2. Both the Rubicon medication log and visiting school medication log is completed, to ensure a record is kept of medicine administered to a student by both schools
3. Where possible, two staff members will supervise the administration of medication.
4. The staff in charge of a student at the time their medication is required:
    - is informed that the student needs to receive their medication
    - if necessary, release the student from class to obtain their medication.

Self-administration

If the Rubicon Outdoor School Principal decides to allow a student to self-administer their medication, the Principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication if approved by Rubicon Outdoor School Principal for a student to self-administer their medication. It is the responsibility of the **nominated visiting school staff member** to consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

All medication is stored in a central and safe location in the first-aid room; however consideration may be made for alternative arrangements as follows:

- that the student's medication should be stored securely in a bag carried by a member of staff on outdoor activities if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
    - the medication does not have special storage requirements, such as refrigeration
    - doing so does not create potentially unsafe access to the medication by other students.

When on excursion from Rubicon Outdoor School

The **nominated visiting school staff member** will ensure the medication is available and the supervising staff members is aware of the processes for administering the medication for all excursions from Rubicon Outdoor School. The medication will be stored in accordance to packet instructions and securely with the supervising staff member.

Information on students' medical needs will be available via Rubicon's Student Management System. A summary of the medical forms is to be taken with each class group and provided to visiting school staff. Medication error

If a student takes medication incorrectly, responding staff will endeavour to:

Step	Action

1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

In the case of an emergency, responding school staff may call Triple Zero "000" for an ambulance at any time.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in Rubicon Outdoor School and visiting school staff induction processes
- Included in visiting school registration packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Rubicon Outdoor School:

- First Aid Policy,
- Health Care Needs Policy

The Department's Policy and Advisory Library (PAL):

- Medication Policy
- First Aid for Students and Staff Policy

POLICY REVIEW AND APPROVAL

Created/reviewed date	September 2022 / Updated October 2023/ Reviewed Oct 2024
Endorsed by	Andrew Monson, Principal
Endorsed on	
Next review date	Oct 2028