



Medication Administration Policy

Policy – OP07-2013

1. The purpose of this policy is

To outline the ways in which the Mildura Ballet & Dance Guild Inc. manages the storage and administration of medicines, both prescribed and non-prescribed, for students while under the care of the Mildura Ballet & Dance Guild Inc., and to put in place effective management systems to support individual children with medical needs.

2. Policy Statement

Where ever possible it is preferred that the administration of medications is managed at home, before or after class, and that medications are not routinely brought to the Mildura Ballet & Dance Guild Inc. unless there is a clear health risk that requires the administration of a medication at a time that coincides with class or rehearsals. The Mildura Ballet & Dance Guild Inc. does not support the misuse or inappropriate use of medications including the use of performance enhancing drugs or supplements.

A clear policy and procedure is to be followed that outlines the responsibility of storing and administering medication, both prescribed and non-prescribed, for all parents, staff and students at the Mildura Ballet & Dance Guild Inc. This includes asthma medication, anaphylaxis medication, diabetic medication any prescribed medication as well as any type of over the counter analgesia, anti-inflammatory, or other supplement

The purpose of this policy is:

- To ensure there is a clear procedure to be followed when managing the medication needs of students
- To ensure that parents/caregivers have a clear understanding of their responsibilities in following set procedures when their child requires the administration, or potential administration, of medication
- To ensure the guild teaching staff have clear procedures to follow and an understanding of their responsibility in storing and administering medication for a student
- To ensure the students of the Guild have a clear understanding of the appropriate use, storage and administration of medication that may be required while under the care of the Mildura Ballet & Dance Guild Inc.

3. Principles

A student's parents have the prime responsibility for their child's health and should provide full information about their child's condition and medical needs, including details on any medicines. It only requires one parent to agree to or request that medicines are administered.

Parents must:

- a) supply the School with information about their child's condition and medical needs
- b) give written and signed permission for their child to take or be given prescription or non-prescription medication at School
- c) give written and signed permission for prescription medication to be kept at the School for the use of their child
- d) certify that medication has been administered without adverse effect to the child in the past
- e) keep their child at home if the child is acutely unwell or infectious
- g) notify the school of any change in their child's medical condition
- i) ensure that only reasonable quantities of medication are supplied to the school
- k) ensure that the medication supplied is within its expiry date

All members of staff have a common law duty of care to act like any reasonably prudent parent and to make sure that students in their care are healthy and safe. There is no legal duty that requires staff to administer medicines; however, the management of medication will normally be undertaken by staff if they are given clear instruction and consent by the parents.

All members of staff are expected to know and follow emergency procedures and in exceptional emergency circumstances to administer medicines or take action if necessary. Staff are responsible for maintaining a current First Aid certificate.

No student under 18 should be given medicines without their parent's written consent. From time to time the Guild may have teachers or visiting specialists that give health information/advice in a general format to an individual or class groups (eg: podiatrist, dietician, physiotherapist, psychologist). This information is considered a reference only. It is the responsibility of parents/caregivers to make their own decisions in respect to their child, regarding the need for administration of any type of medicine or supplement.

Any member of staff giving medicines to a child should check:

- a) the student's name
- b) prescribed dose
- c) expiry date
- d) written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff **should not** administer the medicines but check with a senior member of staff or the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed immediately with the parents of that child and should report any issues of concern to the Guild's executive committee in a confidential manner.

4. Prescribed Medicines

Medicines should be taken to the Guild only when essential; that is where it would be detrimental to a child's health if the medicine were not administered.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

The Guild will not accept medicines that have been taken out of the container as originally dispensed nor will it make changes to dosages on parental instructions, nor accept items of medication in unlabelled containers.

In normal circumstances each item of medication must be delivered to the class teacher by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- a) Student's Name
- b) Name of medication
- c) Dosage
- d) Frequency of administration
- e) Date of dispensing
- f) Storage requirements
- g) Expiry date.

Prescribed medication will not be accepted without complete written and signed instructions from the parent as per the medication administration form.

5. Non-Prescription Medicines

Staff will give non-prescribed medication to a student only with specific prior written permission from the parents. Any non-prescribed medication or supplement still needs to be clearly labelled and staff need to be provided with the details of dosage and time of administration as per the medical administration form.

6. Record Keeping and Information

The Guild will keep records of:

- a) Parental permission and information
- b) The storage of medication
- c) Occasions when medication has been administered or taken under supervision, noting:
 - a. Name of the student
 - b. Date and time of the administration
 - c. Who supervised the administration
 - d. Which medication
 - e. How much was given
 - f. Any side-effects.

This information will be stored in the medication administration folder with the medical consent and action plan forms.

7. Storing Medication

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated all medication to be administered will be kept in a clearly marked medicine container.

- Generally, only staff have permission to access this container. (exception to the rule will be the designated First Aid Officer at Performance time and similar out of studio activities).
- Staff should only store, supervise and administer medicine that has been prescribed for an individual student.
- Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Staff should ensure that the supplied container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a student needs two or more prescribed medicines, each should be in a separate container.
- A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator.
- Students should know where their own medicines have been stored.

8. Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each class. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

9. Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should use protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

10. Adverse Events and Medication Errors

If a student is given the wrong medication or the wrong dose of a medication, or an adverse response to a medication is observed:

- In an emergency, always call triple zero (000)
- The student's parent/caregiver must be contacted immediately.

Advice from the following resources may be required:

- The student's local doctor
- The emergency department of the nearest hospital (MBH Ph 5022 3333)
- Victorian Poisons Information Centre Tel. 13 11 26 – for advice about what to do when poisoning or suspected poisoning occurs, mistakes with medicines, bites and stings etc and poisoning prevention information (24 hours, 7 days)
- Royal Children's Hospital Safety Centre Tel. (03) 9345 5085
- Kidsafe – Child Accident Prevention Foundation of Australia (Victoria) Tel. (03) 9251 7725
- Adverse Medicines Events (AME) Line Tel. 1300 134 237 – to report a problem with your medicine (not for emergencies)
- Medicines Line (Australia) Tel. 1300 MEDICINE (1300 633 424) – for information on prescription, over-the-counter and complementary medicines
- Your pharmacist

11. Who is responsible for implementing this policy?

- Parents/caregivers of students under the age of 18 are responsible for providing clear information to teachers about the nature, dose and timing of any medication that may be required while under the care of the Mildura Ballet & Dance Guild Inc. All medications must be clearly labelled with the students name.
- Teachers are responsible for documenting this information on the medication administration form, checking the medication is clearly labelled, storing the medication in the medication box and administering the medication at the indicated or required time. They are to ensure that medication is administered at the proper dose, via the correct method at the correct time.
- Students are responsible for ensuring that all medications brought to classes or rehearsals are handed in to teaching staff or designated First Aid Attendant and **under no circumstances to be shared with other students**. This is considered a breach of the Student Code of Conduct.
- While confidentiality regarding a child's medical health will be maintained where ever possible it is important that teaching staff are aware of health issues and their associated requirements so that teachers can safely provide dance instruction and appropriate care if there is an adverse event.

12. Definitions

Prescribed Medication Any medication that has been prescribed by a doctor or dentist that required a prescription to be able to purchase eg. Antibiotics, asthma puffers, anaphylaxis drugs

Non Prescribed Medication Any medication bought over the counter such as Paracetamol, Ibruprofen, cold and flu symptom relieving tablets, energy supplements etc.

The Guild The Committee of Management of The Guild.

13. Legislation and other references

- Associations Incorporations Act 1981
- Working with Children Act 2005
- Royal Ballet Policy for Management and Administration of Medicine
- Victorian Education Department – school policy for the management of medication within schools
- Better Health/Storage of Medicines – Victorian government website
- Better Health/Adverse Events in Children and Medicines –Victorian government website

14. Documents

This Policy is implemented in conjunction with the following documents:

- Medication Administration Form
- Student Medical Consent Forms
- Student Medical Action Plan Forms for asthma, anaphylaxis

15. Risk Assessment

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	<input checked="" type="checkbox"/>	Risk Category	<input checked="" type="checkbox"/>
Asset Management		Financial Sustainability	
Committees	<input checked="" type="checkbox"/>	Human Resource Management	
Compliance – Legal & Regulatory	<input checked="" type="checkbox"/>	Leadership & Organisational Culture	<input checked="" type="checkbox"/>
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	<input checked="" type="checkbox"/>
Corporate Governance	<input checked="" type="checkbox"/>	Project Management	
Environmental Sustainability		Public Image and Reputation	<input checked="" type="checkbox"/>