

British-Georgian Academy

ADMINISTRATION OF MEDICATION

2025-2026 Academic Year

POLICY ESSENTIAL INFORMATION

Title:	Administration of Medication Policy
Status:	Mandatory
Approved:	Principal
Responsible for the implementation	Deputy Principal
Review Process:	Annually
Date of Last Review:	N4-01/22/08-25 /22 August, 2025

Policy Statement

To provide requirements for the administration of medications to students while attending the Academy or Academy-related activities in accordance with the advice of the student's prescribing health practitioner, or as an emergency first aid response.

The administration of medications to students by Academy staff is only considered when a prescribing health practitioner has determined that it is necessary, or when there is no other alternative in relation to the treatment of a specific health need. Schools require a **Consent Letter** to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

Scope

This policy applies to the BGA Health Office.

Responsibilities

The administration of medication at the Academy Clinic is a collective responsibility between the parents, Academy administration and the Academy nurse.

Procedure in a Medical Emergency (All Academy Staff)

- Follow the student's Emergency Action Plan and the instructions on the student's administration of medication at school record sheet, or prescribing health practitioner's written advice.
- Administer emergency medication in accordance with all relevant training.
- Administer first aid when there is no student specific plan.

After administration of emergency medication

- Record details of any administration of emergency medication on the parent report sheet and medical file.
- Contact the parent as soon as possible to advise them of the incident and of any medication administered.
- Complete an Academy incident alert notification form.
- If emergency services have been involved, ensure you act in accordance with the Health and Safety Incident, Recording, Notification and Management.
- Notify the parent if the medication quantity is low or approaching its expiry date.

Administration of Medications

Parents

1. Make record sheets available to parents (e.g. on enrolment, when medication changes, or when provided with newly prescribed medication).
2. Parents will need to complete the appropriate record sheet (routine/short-term/emergency medicine).
3. Medication will only be administered if it is prescribed, in the original container, and has a pharmacy label. If the medication is more complex with specific administration requirements then a letter from the medical practitioner should be provided.
 - a. Review the student's routine or emergency medication requirements annually, or as required, and meet with students' parents where necessary to discuss the responsibilities of both parties, e.g. ensuring appropriate supply of medication is made available if required, and keeping the clinic up to date with any changes.
 - b. Advise parents to notify the Academy in writing:

- i. If there are any requests and/or guidelines provided by the students' prescribing health practitioner or pharmacist concerning medication administration.
 - ii. When medication is no longer required to be administered at the Academy, and if changes occur in the dosage requirements for students' routine medication.
 - iii. Provide an accompanying letter/action plan from the prescribing health practitioner when emergency medication changes occur.
 - iv. In advance if medication is being transported with the student for purposes other than administration at the Academy (respite, shared parental arrangements, before and after school care).
- c. If advised by the parent that the medication is no longer required (e.g. due to change in medication) request that the parent or adult authorized by the parent visit the Academy to personally collect unused medication. All medication is to be returned in its original container. If there is a failure to collect then the Academy will notify the parent of planned disposal arrangements.
 - d. Where appropriate, discuss with the parent the process for approving self-administration of medications at the Academy.

Staff

- Staff should be aware of medications relating to emergency procedures.
- Health plans are accessible to all relevant staff.
- Staff who administer medications are aware of:
 - a) Procedures for recording the administration and process for reporting medication errors.
 - b) Procedures for secure storage and transportation of medication if the student is required to carry it on public transport or to out-of-Academy hours venues.
 - c) Staff should be aware of common Academy-specific emergency procedures.

Training and Support

- Staff have to be familiar with administering medications safely.
- For staff to administer medication needs, they need to undergo special training in accordance with individual student health plans where required.
- Staff are aware of warning signs, triggers and emergency responses for health conditions requiring specific medication, or other management as outlined in the student's individual health plan and emergency health plan and which staff are trained to administer medications.

Self Administration

1. Only the students with EpiPen, Insulin pen and Asthma inhalers as well as whose parents have approved for them to self-administer their medication (as recorded in the Academy health file), will be allowed to carry their medications on them.
2. Approve for students to be responsible for self-administration of medication and self-management of their health conditions:
 - a. The parent has provided the Academy with written advice supporting self-administration as provided by the prescribing health practitioner. The declaration is signed by the parent, student and the nurse and filed in the student's health record.
 - b. Agreement has been reached amongst the student, parent and relevant Academy staff as to where medication is stored, and where it is administered.
3. Notify staff if students are self-administering medication, and ensure staff are aware of self-administration and self-management of medications and health conditions

Administering of medication to students (nurse)

1. The Academy nurse is responsible for storing the medications in appropriate storage conditions.
2. Nurses are responsible for their own actions regardless of the licensed prescriber's written order. It is the nurse's responsibility to clarify any medication order which is deemed inappropriate or ambiguous.
3. The nurse is responsible for understanding the ways in which medications exert their therapeutic and adverse effects, and be aware of the possibility of medication incompatibilities and interactions. Where there is doubt, clarification must be sought from the physician or pharmacist.
4. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the nurse must notify the parent, or guardian, student's physician and administrator.

The Academy nurse should provide and maintain stock of required medicine used for first aid.

Prior to Administration

- a) Ensure the parent has provided a signed consent for administration of medication at the Academy.
- b) Parents have to administer the first dose of a new routine/short-term medication for their child and provide advice of any potential side effects of medication if new medication is being administered.
- c) Observe standard precautions for infection control relevant to administering medications.
- d) Ensure medication to be administered has *medical authorisation*. If the information contradicts the request from the parents, do not administer medication but seek further clarification from the parent.

During Administration

- a) Check the instructions as per the pharmacy label prior to administration and follow the specific instructions.
- b) Dispense medication directly from the original medication container in the presence of the student and administer as soon as possible.
- c) A student has the right to refuse medication, and in some instances may do so. In such instances, it is the nurse's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication. The classroom teacher and parent must be notified if the student refuses their medication to help determine possible risks and any further actions.
- d) Notify the parent if the student misses a dose.

After Administration

- a) Record and complete details in the appropriate record sheet and medical file immediately after the medication is administered to a student.
- b) Notify the parent if the medication quantity is low or approaching its expiry date.

Medication Errors

If the incorrect dosage of medication or the incorrect medication has been administered to a student:

- If the student has collapsed or is not breathing, phone 112 immediately, request ambulance services and follow the advice given.
- Record the incident of incorrect dosage or incorrect medication.
- Notify the Doctor and the student's parent of all medication errors (e.g. missed dose, dose refusal, incorrect dosage, and incorrect medication).

Response to Side Effects

- If the student has collapsed or is not breathing after receiving medication, immediately phone 112 and follow the advice given.
- If the student presents with side effects (atypical symptoms or behaviors), advise the parent so that they may seek medical advice. Record any event related to side effects of medication in the student records.

Stolen or Misused Medication

- When medication is stolen or misused, or diverted from the person to whom it was originally prescribed, notify the Academy DSL
- Notify parents to arrange a replacement dosage of their medication.

Storage of medication / s

1. Safe and appropriate storage of medication in the original containers according to the manufacturer's instructions.
2. Store medication (other than emergency medication) in a non-portable, locked space.
3. Emergency medication is stored in a safe, unlocked location where it is easily accessible to the authorized student and staff at all times in the event of an emergency.
4. Limit access to all prescribed medications to persons authorized to administer medications.
5. Ensure accessing medication causes minimal disruption to the student's learning programme.

Disposal of medication / s

1. Ensure safe disposal of sharps in accordance with the Safe Handling and Disposal of Needles and Syringes.
2. Dispose of unused and unclaimed medication; the parents have to collect the medication from the Academy, or unclaimed medications will be returned to a pharmacy to be disposed of.

Definition of terms

Health Plans – An overarching term describing documents completed by medical practitioners or qualified health practitioners which provide the Academy with directions or guidelines to support students with specialized health needs. Health plans include; action plans, emergency health plans and individual health plans.

Action Plan - Developed by a medical or qualified health practitioner to provide guidelines to support a student with their specialized health need/s, for example anaphylaxis or asthma. There is a variety of nationally approved and standardized action plan proformas as developed by peak medical organizations available for medical or qualified health practitioners to complete.

Emergency Health Plan (EHP) - Developed when a student's health needs may require a response from Academy staff that extends beyond basic first aid. It provides clear step-by-step directions of how to safely manage a predictable medical emergency specific to certain chronic health conditions and the correct use of emergency medication. The plan is developed by a qualified health practitioner, in consultation with the Academy staff, parent, student, medical and other health professionals. The plan is developed and risk assessed for the context of the Academy or Academy related activities and is for use in these settings only.

Individual Health Plan (IHP) - Provides Academy staff with an understanding of a student's health condition and the reasonable adjustments required to accommodate the student on a daily basis at the Academy, and to inform Academy planning. The plan is developed by a qualified health practitioner, in consultation with the Academy staff, parent, student, medical and when necessary, other health professionals. The plan is developed and risk assessed for the context of the Academy or Academy related activities and is for use in these settings only.

Medical Authorisation – This may take the form of a prescribing health practitioner's letter, an action plan or individual/emergency health plan signed by the health practitioner, or the original medication with a completed current pharmacy label.

Medication Error - A medication error includes any failure to administer medication as prescribed for a student, this includes:

- Right Student
- Correct time frames
- Route of Administration

Medications - categorized according to the method for purchasing the medication (over-the-counter medications, prescription medications), or the frequency within which the medication is administered (emergency medication, routine medication, short-term medication).

Emergency Medications - Medications required for the emergency treatment of medical conditions, e.g. Midazolam for specific seizures, adrenaline auto-injectors for anaphylaxis, blue reliever for asthma.

First aid Emergency Medications - Medications which are dispensed in devices that non-medical personnel can be trained to use as a first aid response and retained in the Academy's first aid kit, e.g. adrenaline auto-injectors for anaphylaxis, asthma reliever for asthma.

Prescription Medication - Medications prescribed by a prescribing health practitioner, are dispensed by a pharmacist. It is often difficult for parents/carers to obtain a separate written authority from their medical practitioner to give to the Academy, as the pharmacist and the doctor recognise that the doctor's prescription is the legal written authority required. Therefore, the presentation of the original medication container with an attached prescription pharmacy label constitutes a medical authority.

Route of Administration - Is the means by which a drug or agent enters the body, such as by mouth or by injection.

Routine Medication - Prescription medication required regularly for management of a specific disorder, e.g. attention deficit hyperactivity disorder; or health condition, e.g. cystic fibrosis. epilepsy, diabetes.

Short-term Medication - For the purposes of this procedure, prescription medication required for acute conditions, e.g. one course of antibiotics to treat infection.

Pharmacy Label - A label attached to the original prescription medication container including the:

- a) Student's full name
- b) Strength and description/name of the medication
- c) Dose and route of administration (may include the duration of therapy)
- d) Initials/logo of the pharmacist taking responsibility

- e) Time or interval the medication is to be taken
- f) Any other relevant directions for use, e.g. whether the medication is to be taken with food.

The pharmacy label may also include the name of the attending physician, which indicates that it has been prescribed.