



<b>POLICY NAME</b>	ADMINISTRATION OF MEDICATION POLICY		
<b>PURPOSE</b>	The purpose of this policy is to ensure that young people have access to a reasonable standard of support for their health needs whilst attending the College or College-related activities, in accordance with the advice of the young person's prescribing Medical Practitioner or as an emergency first aid response.		
<b>SCOPE</b>	Young people, parents/guardians and AITC employees.		
<b>POLICY GROUP</b>	Education		
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>• <i>Australian Privacy Principles</i></li> <li>• <i>Work Health and Safety Act 2011</i></li> <li>• <i>Work Health and Safety Regulations 2011</i></li> <li>• Emergency Medication – Administration of Medication Authorisation and Record Form</li> <li>• Camp – Administration of Medication Authorisation and Record Form</li> <li>• Campus First Aid Register</li> <li>• Incident Report Form</li> <li>• AITC Enrolment Contract</li> <li>• First Aid Policy</li> <li>• Young Person Alcohol, Tobacco, Illicit Drugs and Drug Testing Policy</li> </ul>		
<b>STATUS</b>	Approved	<b>Supersedes</b>	All previous versions
<b>AUTHORISED BY</b>	CEO	<b>Date of Authorisation</b>	4 May 2021
<b>REVIEW PERIOD</b>	2 year	<b>Next Review Period</b>	Term 1, 2023
<b>POLICY OWNER</b>	Head of Industry Education	<b>Version</b>	1.1

## ADMINISTRATION OF MEDICATION POLICY

### Definitions

<b>Administration of Medication</b>	Includes the storage of prescription medication and undertaking the process aligned with the 'Five Rights of Medication' including checking the medication is prescribed to the young person, is within its expiry date, is handed to the young person at the correct time, and via the prescribed route (e.g. orally). This does not require the responsible person (e.g. First Aid Officer) to physically count the dosage or administer the medication via the prescribed route but to oversee this process undertaken by the young person and then return the medication to the secure location.
<b>Camp</b>	An Excursion that involves an overnight stay/s e.g. Rookies Challenge and the International Service Project.
<b>College-related activities</b>	Includes while young people are in attendance at the College campus for education, attending school camps or excursions arranged by the College, or any other event facilitated by the AITC (e.g. Roof Shout, awards evenings). This does not include while young people are in attendance at TAFE, during their work experience or industry placements and where AITC employees are not in attendance or in a supervisory role. Where an Emergency Health/Action Plan is in place, the AITC will gain parent/guardian consent to share the plan with the employer.
<b>Controlled drugs</b>	Controlled drugs (Schedule 8 drugs) are prescribed medications that are restricted in their supply and use due to their potential for dependency and/or abuse. They are

	only available via prescription, and are easily identified, as the original packaging will be labelled 'Controlled drug'. Examples of controlled drugs include Ritalin® and dexamphetamine.
<b>Emergency Health/Action Plan</b>	Developed when a young person's health needs may require a response from College employees 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 Medical Practitioner and provided by the parent/guardian to College employees as part of the <i>Emergency Medication – Administration of Medication Authorisation and Record Form</i> .
<b>Medical Practitioner</b>	A doctor registered with the Medical Board of Australia, through the Register of Practitioners.
<b>Medications</b>	<p>For the purposes of this Policy, medications are categorised according to the method for purchasing the medication or the frequency within which the medication is administered:</p> <ul style="list-style-type: none"> <li>• <b>Prescription medication</b> – prescribed by a Medical Practitioner</li> <li>• <b>Non-prescription medication</b> – over-the-counter medications available without a prescription</li> <li>• <b>Routine medication</b>– long-term medication administered on a regular basis</li> <li>• <b>Non-routine medication</b> – medication administered on a short-term basis only</li> <li>• <b>Emergency medication</b> – administered in the case of an emergency only</li> </ul> <p><u>Examples may include:</u></p> <ul style="list-style-type: none"> <li>• Prescription routine: insulin</li> <li>• Prescription non-routine: antibiotics</li> <li>• Prescription emergency: EpiPen</li> <li>• Non-prescription routine: anti-inflammatories</li> <li>• Non-prescription non-routine: paracetamol, ibuprofen</li> <li>• Non-prescription emergency: antihistamine</li> </ul>
<b>Self-Administration</b>	Includes the young person physically preparing the prescribed dosage and taking the medication via the prescribed method.

## Policy

The AITC is committed to ensuring that young people have access to a reasonable standard of support for their health needs whilst participating in College-related activities.

When applying for enrolment, parents/guardians are required to disclose all information about the health and medical/psychological background of their young person so the AITC can support them to achieve success in the industry education program. A young person will not be able to attend a Selection Day or proceed through the enrolment process without the parents/guardians providing the required medical information, including any relevant Emergency Health/Action Plan and associated emergency medication.

Parents/guardians must also inform the College as soon as possible if there is any change in the health needs of the young person while the young person is enrolled at the College.

As a general rule, the College is unable to administer medications to young people, except for:-

- a. an emergency situation, as part of administering first aid treatment (in compliance with the First Aid Policy); or
- b. situations described within this policy.

### *Emergencies*

If the young person has a medical or other emergency when on campus or a College-related activity, the AITC will make all practical attempts to contact their parent/guardian for instructions and/or authority to take steps for the young person.

If it is impossible or impractical to communicate with parents/guardians, the AITC is authorised (pursuant to the Enrolment Contract) to take action and incur expenditure considered necessary to ensure the health and safety of the young person and to act in the best interests of the young person.

Parents/guardians are responsible for reimbursing any expenditure incurred by the AITC in connection with the health and safety of the young person.

The College only stores prescription emergency medications on campus. All prescription emergency medication will be stored in a safe, unlocked location where it is easily accessible to the prescribed young person and employees.

### **Administration of Routine Prescription Medication**

According to the situations covered under this policy, the AITC will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist);
- is not a Schedule 8 Controlled Drug (this will be stated on the packaging)
- is in its original container;
- is within its expiry date; and
- has an attached pharmacy label.

#### **On Campus**

The College does not administer routine medication on campus. Wherever possible, parents/guardians are required to ensure routine medications are administered outside of College hours.

If a young person requires prescription or non-prescription routine medication within College hours, the parents/guardians are responsible for ensuring that the young person is capable to safely store and trained to safely self-administer their medication (excludes controlled drugs – refer to section below). Parents/guardians are responsible for ensuring their young person handles their medication responsibly and in compliance with medical advice.

#### *Controlled Drugs (Schedule 8)*

Due to the potential risks associated with this classification of prescription medication, no controlled drugs are permitted on College grounds or on College-related activities (excluding camps – refer to section below).

#### **On Camps**

The AITC has a legal duty of care to ensure the health and safety of young people under their care which, on camps, is increased to include overnight. The College will safely store and administer prescription medication for young people when no alternative (e.g. self-storage and administration) is deemed suitable and/or appropriate by their parents/guardians. In all other cases, parents/guardians are responsible for ensuring their young person handles their medication responsibly and in compliance with medical advice. A *Camp Administration of Medication Authorisation and Record Form* must be completed by the relevant parent/guardian prior to the camp.

If the young person is required to take controlled drugs whilst attending camp, the medication must be handed in to be stored and administered by the College (refer to section below).

#### *Controlled Drugs (Schedule 8)*

If a young person is required to take controlled drugs whilst on a camp, the medication must be handed in prior to the camp to be safely stored and administered by camp supervisors. A *Camp Administration of Medication Authorisation and Record Form* must be completed by the relevant parent/guardian prior to the camp.

#### **Work Experience, Industry Placements and TAFE**

If a young person requires prescription or non-prescription routine medication whilst on work experience or industry placement, the parents/guardians are responsible for ensuring that the young person is capable and trained to safely self-administer their medication. Parents/guardians are responsible for ensuring their young person handles their medication responsibly and in compliance with medical advice and the young person must comply with any of the employer's relevant policies or procedures.

### **Administration of Prescription Emergency Medication**

When a young person has an Emergency Health/Action Plan, the parents/guardians must ensure their young person carries one emergency device (e.g. EpiPen or Asthma puffer) on their person at all times.

#### **On Campus and Camps**

A request for College employees to administer prescription emergency medication whilst on campus and/or at camps will be considered when there are exceptional circumstances. For example, when there is either:-

- a. no alternative in relation to the treatment of specific medical conditions, or
- b. when a prescribing Medical Practitioner has determined that the administration of prescription emergency medication cannot be self-administered by the Young Person.

In these situations, the College will work with parents/guardians to ensure an Emergency Health/Action Plan is developed by a Medical Practitioner. The Emergency Health/Action Plan must be submitted to the College along with a signed *Emergency Medication – Administration of Medication Authorisation and Record Form*.

In addition to the young person carrying an emergency medical device on their person at all times, one device must be handed into the College.

## **Work Experience and Industry Placements**

The *Emergency Medication – Administration of Medication Authorisation and Record Form* obtains consent from the parents/guardians for the AITC to share a young person's Emergency Health/Action Plan and any further relevant medical details with relevant employers for the purposes of work experience and/or industry placements.

### **TAFE**

Before attending TAFE, the young person or their parents/guardians must complete a TAFE Apply enrolment form and provide any relevant medical details, including a copy of any Emergency Health/Action Plan.

## **Administration of Non-Prescription Medication**

### **On Camps**

The College will safely store and administer non-prescription medication in accordance with the *Permission to Administer Non-Prescription Medication Form*. A *Permission to Administer Non-Prescription Medication Form* must be completed by the relevant parent/guardian prior to the camp and the non-prescription medication is to be provided by the parent/guardian in a named container prior to the young person boarding the bus to the camp.

## Responsibilities

The table below outlines the responsibilities of the AITC and parents/guardians for each of the instances outlined in the policy.

ACTIVITY	AITC RESPONSIBILITIES	PARENTS/GUARDIANS RESPONSIBILITIES
ALL INSTANCES	<ul style="list-style-type: none"> <li>a) Ensure relevant employees receive appropriate levels of training in administering prescription medication;</li> <li>b) Ensure relevant employees are aware of:-                             <ul style="list-style-type: none"> <li>i. the young person’s medication needs;</li> <li>ii. the location of the prescription medication;</li> <li>iii. how to administer the prescription medication; and</li> <li>iv. the ‘Five Rights’ of medicine administration;</li> </ul> </li> <li>c) Store the young person’s medical information in an accessible yet secure space close to where the prescription medication will be stored and administered, taking into account the <i>Australian Privacy Principles</i>;</li> <li>d) Provide a safe means of disposing of any sharps and unused, unclaimed or expired prescription medication; and</li> <li>e) Ensure the young person is aware of how to access the prescription medication.</li> </ul> <p><i>See additional responsibilities under sections listed below.</i></p>	<ul style="list-style-type: none"> <li>a) Provide the medication in its original packaging, within its expiry date, and with the Medical Practitioner’s and/or pharmacist’s label providing instructions and administration details such as dosage and timing</li> <li>b) Ensuring their young person handles their medication responsibly and in compliance with medical advice. Any misuse of prescription medication will be dealt with by the College in accordance with the <i>Alcohol, Tobacco, Illicit Drugs and Drug Testing Policy</i>.</li> </ul> <p><i>See additional responsibilities under sections listed below.</i></p>

ACTIVITY	AITC RESPONSIBILITIES	PARENTS/GUARDIANS RESPONSIBILITIES
<p>PRESCRIPTION EMERGENCY MEDICATION</p>	<ul style="list-style-type: none"> <li>a) Keep the prescription emergency medication in a safe, unlocked location where it is easily accessible to the authorised young person and employees</li> <li>b) The AITC will record the administration of prescribed emergency medication by completing:                             <ul style="list-style-type: none"> <li>i. The <i>Emergency Medication – Administration of Medication Authorisation and Record Form</i>;</li> <li>ii. The Campus First Aid Register; and</li> <li>iii. An <a href="#">Incident Report</a> attaching a copy of the <i>Emergency Medication – Administration of Medication Authorisation and Record Form</i></li> </ul> </li> <li>c) Keep the following records:                             <ul style="list-style-type: none"> <li>i. <i>Emergency Medication – Administration of Medication Authorisation and Record Form</i>;</li> <li>ii. A young person’s emergency health/action plan;</li> <li>iii. logs of medication in and out of the College;</li> <li>iv. A First Aid Register recording any prescription emergency medication administered;</li> <li>v. Incident Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Prior to attending any College-related activities, parents/guardians will provide the College with a signed <i>Emergency Medication – Administration of Medication Authorisation and Record Form</i> with an attached Emergency Health/Action Plan which identifies the:                             <ul style="list-style-type: none"> <li>i. young person;</li> <li>ii. prescribed emergency medication; and</li> <li>iii. requirements for administering the medication</li> </ul> </li> <li>b) If the emergency medication is either an EpiPen or Asthma puffer, ensure their young person carries one device on their person at all times and hands in an additional device to the College</li> </ul>
<p>ON CAMPUS</p>	<ul style="list-style-type: none"> <li>a) The College does not administer routine medications on campus</li> <li>b) Controlled drugs are strictly not permitted on campus or during College-related activities</li> </ul>	<ul style="list-style-type: none"> <li>a) Parents/guardians will ensure (wherever possible) routine medications are administered outside of College hours (controlled drugs must not be carried or administered by young people whilst on campus or at College-related activities)</li> <li>b) If a young person requires prescription routine medication within College hours, the parents/guardians must ensure their young person safely stores and self-administers their medication responsibly and in compliance with medical advice (excludes controlled drugs)</li> </ul>

ACTIVITY	AITC RESPONSIBILITIES	PARENTS/GUARDIANS RESPONSIBILITIES
CAMPS	<ul style="list-style-type: none"> <li>a) Take emergency medication stock from campus on camp (e.g. EpiPens and Asthma puffers) and relevant Health Action Plans</li> <li>b) Keep the prescription medication in a safe, secure location (except for emergency medication which will be accessible to the employees and young person) where it is only accessible to relevant employees</li> <li>c) The AITC will record the administration of routine medication by completing:               <ul style="list-style-type: none"> <li>i. The <i>Camp Administration of Medication Authorisation and Record Form</i>.</li> </ul> </li> <li>d) Keep the following records:               <ul style="list-style-type: none"> <li>i. <i>Camp Administration of Medication Authorisation and Record Form</i>; and</li> <li>ii. logs of medication in and out of the College.</li> </ul> </li> <li>e) Take the Non-Prescription Medication provided by the parent/guardian and the relevant permission form on camp</li> <li>f) Keep the Non-Prescription Medication in its named container and in a safe, secure location for use only by the Camp First Aid Lead</li> <li>g) Communicate with the parent/guardian as outlined on the <i>Permission to Administer Non-Prescription Medication Form</i>.</li> <li>h) Keep the following first aid records:               <ul style="list-style-type: none"> <li>i. Record of administration of the non-prescription medication</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Parents/guardians will provide the College with a signed <i>Camp Administration of Medication Authorisation and Record Form</i> which identifies the:               <ul style="list-style-type: none"> <li>i. young person;</li> <li>ii. prescribed medication; and</li> <li>iii. requirements for administering the medication.</li> </ul> </li> <li>b) Parent/guardians will complete the <i>Permission to Administer Non-Prescription Medication Form</i> as requested by the AITC and prior to the camp.</li> <li>c) If consent is given to the AITC to administer non-prescription medication to a young person while on camp, the parent/guardian will provide the non-prescription medication to the relevant AITC employee in a named container prior to the young person boarding the bus to camp.</li> </ul>

## Five Rights of Medication Administration

Where the AITC is required to administer medication, the AITC follows the “Five Rights” of medication administration:

1. **Right person**
  - a. Check the identity of the young person
2. **Right drug**
  - a. Ensure there is no confusion over the trade and generic name
  - b. Check the drug when it is taken from storage, before it is handed to the young person, and again as the container is returned to storage
  - c. Check the expiry date of the drug and that it is in its original packaging
  - d. When a medication is approaching its expiry date, the parents should be notified



- e. Expired medication must not be administered, unless contrary information is provided in First Aid Training (e.g. expired EpiPen)
- 3. Right dose**
  - a. Check the medication instructions and the documentation
- 4. Right time**
  - a. Check the medication instructions and the documentation
- 5. Right route**
  - a. Check the medication instructions and the documentation for information prior to administering it e.g. to be taken with food.

### **Theft or Misuse of Medication**

Any theft of medication will be dealt with by the College in accordance with the *Behaviour Management and Discipline Policy* and the parents/guardians will be advised. Any misuse of prescription medication will be dealt with by the College in accordance with the *Alcohol, Tobacco, Illicit Drugs and Drug Testing Policy*.