

Medication Management Policies and Procedures

1.0 PURPOSE

To provide guidelines for the management of medication to employees, students and parents/carers within Youth2Industry College.

2.0 SCOPE

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

- The provision of medication for anaphylaxis or allergic reactions which is provided for in our College's Anaphylaxis Policy
- The provision of medication for asthma which is provided for in our College's Asthma Policy
- Specialised procedures which may be required for complex medical care needs

This document will be made available on the College's website and on SharePoint.

3.0 IMPLEMENTATION

The Principal is responsible for implementing Youth2Industry College's processes for the storage and administration of medications and ensuring that all relevant staff are familiar with and comply with these processes.

3.1 Application for the storage and distribution of medication

Any student who enrolls with Youth2Industry College and requires storage and/or administration of medication will be issued with **QMS: 400-20 Y2IC Request to Store/Administer Medication Form**.

The Request to Store/Administer Medication Form must be completed in full (to be signed by a parent/carer if the student is under 18 years of age) and submitted to enrolment officer for approval by the Principal.

The Request to Store/Administer Medication Form must be accompanied by advice from a prescribing health practitioner. It must outline Instructions for the storage of the medication, including:

- Storage instructions, including temperature and placement
- Administration times
- Administration dosage and
- Instructions on actions to be taken if medication is not taken.

The Principal will review the request and assess the application taking into account relevant considerations that include (but are not limited to):

- Capacity of Youth2Industry College to meet the storage and distribution requirements, including capacity to meet any special instructions and personal requirements of the student
- Possibility of damage to medication in storage without support by a specialised service provider
- Possibility of injury to student in administering medication without support by a specialised service provider and
- Cost and/or burden of eliminating any identified risks

The Principal will determine if the student's medication storage requirements should be undertaken by:

- Youth2Industry College (for basic medication requirements) or
- A specialised service provider (for complex medication requirements), with the Youth2Industry College providing access to appropriate facilities and resources

The Principal will provide a response to the student and parent/carer. If approved, the Principal will provide the student and parent/carer with the Request to Store/Administer Medication Form.

The Request to Store /Administer Medication Form must be completed in full and returned to the Principal before the student medication can be brought to the Youth2Industry College.

3.2 Medication Plan

The Principal will be involved or delegate the role in the development of the Request to Store /Administer Medication Form in consultation with the student and parent/carer.

A copy of the completed Request to Store /Administer Medication Form is distributed to those staff identified on the Request to Store /Administer Medication Form (those who provide direct supervision to the student or are assigned to provide support for the student's medication requirements).

The forms are then placed in the students file and are only available to appropriate staff members for the purposes of the assessment and possible storage and/or distribution of medication.

The **QMS: 400-21 Y2IC Medication Administration Log** should also be used to when administering the taking of medication. This log should be completed by the person administering the taking of medication.

3.3 Storage of Medication

Youth2Industry College will provide an appropriate storage facility for the storage of medication in keeping with the student's Request to Store /Administer Medication Form. Appropriate storage facilities include:

- A non-portable, lockable space such as a cupboard/cabinet reserved solely for medications and
- A secure refrigerator, with authorised access only

Assign appropriate staff to access the stored medication.

Ensure that all written instructions on medication containers are decipherable and in the English language.

Ensure that the student's name, date of birth, and address on medication containers are identical to Youth2Industry College's records for that student.

Implement safe and appropriate storage of medication in the original containers according to the manufacturer's instructions and special instructions from the pharmacist or prescribing health practitioner (including medication that needs to be stored below 25 degrees Celsius).

For storage of emergency medication such as an autoinjector or asthma reliever in a safe, unlocked location where it is easily accessible to the authorised student and staff at all times in the event of an emergency. Emergency medication must not be stored in a locked location.

Limit access to all stored medications (except for emergency medications) to staff authorised to supervise the distribution medication.

- Clearly mark all storage facilities and advise students that medication is stored at the student's own risk.
- If the student is scheduled to be off-site (for example on an excursion or work placement), the Youth2Industry College will be responsible for ensuring appropriate arrangements are made for the storage of medication off-site.

3.4 Medication Errors

Youth2Industry College will notify the student's emergency contact or parent/carer (if under the age of 18) of medication errors (e.g. expired medication, missed dose, dose refusal) and record the incident using **QMS: 400-03 Y2IC Incident Report Form and Checklist**.

If the incorrect dosage of medication or the incorrect medication has been taken by the student, the Youth2Industry College staff member will immediately:

- Phone 000 if the student has collapsed or is not breathing and follow the advice given
- Phone the Poisons Information Centre on 13 11 26 if there is no immediate adverse reaction and follow the advice given
- If the student presents with side effects (atypical symptoms or behaviours) phone the Adverse Medicines Events Line on 1300 134 237 (for non-emergencies).

4.0 ASSOCIATED DOCUMENTS

- QMS: 400-20 Y2IC Request to Store/Administer Medication Form
- QMS: 400-21 Y2IC Medication Administration Log
- QMS: 400-03 Y2IC Incident Report Form and Checklist

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
16/1/2024	2.0	P. Vakakis	Reviewed

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May 2023
22/01/2024	2.0	Y2IC Board	Jan 2026