

# Medication management procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This procedure is for all staff working in education and care to manage medications in an education and care setting.

Read this procedure along with any relevant health support planning procedures to describe management of medication for education support staff working in education and care.

It describes

x



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- x [asthma care plan \(PDF 269KB\)](#) that includes Ventolin on the plan.

## Monitoring post administration

Education and care staff can observe and document behaviours post administration to advise the parent guardian or treating health professional. Staff can interpret behaviour in relation to a medical condition or monitor the effects of the medication.

Observations can be documented on the [medication advice form \(DOC 156KB\)](#) and sent to the parent or guardian.

## Unmedicated creams, balms or drops

Education and care staff can apply unmedicated products, including sunscreen nappy rash cream, lip balm or moisturiser at the request of the parent or guardian.

The parent or guardian must give clear instruction on when and how (if relevant) to administer.

There must be an agreed approach to how this is documented and communicated between the staff and parent or guardian. This may include:

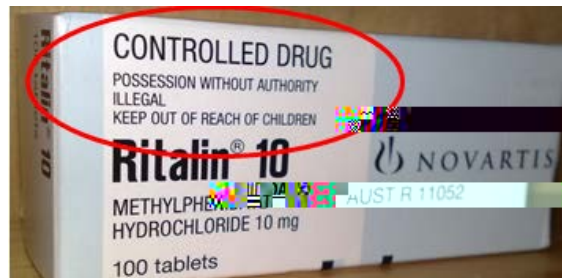
- x verbal agreement and expectation with no documentation, for example, nappy rash cream is applied at every nappy change
- x completing a [medication log \(DOC 203KB\)](#) every time the unmedicated product is applied
- x advising by text message or email that the product has been applied.

## General use emergency response medicines

Education and care services can

- x pain relief for long term chronic pain management for example oxycodone (Endone®) fentanyl patch.

All controlled drugs are clearly labelled.



The principal or director is responsible for all controlled drugs that are held on site. They can delegate the authority to manage and administer to staff.

To make sure there is a combined understanding of the requirements for controlled medicines the [authorisation to administer controlled medicines \(DOC 1096\)](#) must be completed by the principal or director and the authorised person.

## Restricted schedule 4 medicines

Schedule 4 medicines that have a high potential for abuse, misuse, diversion and misappropriation are referred to as Restricted Schedule 4 Medicines. They are to be handled in line with Schedule 8 medicines (see [medication storage, security and disposal](#)).

The [SA Health Storage and Retrieval of Restricted Schedule 4 \(Prescription Only\) Medicines Policy Directive \(PDF 321KB\)](#) is a current list of Schedule 4 medicines that are restricted in South Australia.

Restricted Schedule 4 medicines prescribed to children and young people attending an education or care service may include clonidine, diazepam, clonazepam, and midazolam.

## Oxygen

Where a child or young person requires oxygen they must be referred to the [Access Assistant](#) or [Encompass](#).

## Creon® (pancreatic enzyme replacement supplement)

A medication agreement is not required for children and young people with cystic fibrosis that have been prescribed Creon®.

Creon® (pancrelipase) contains digestive enzymes and is used to improve food digestion in people with cystic fibrosis who cannot digest food properly. Creon® is not a medicine in the context of this procedure.

Go to [cystic fibrosis](#) for more information

## Contents of hypo kit for diabetes management

For children and young people with diabetes there will be a kit when they get hypoglycaemia (blood

glucose levels too low).

A 'hypo kit' must be readily available (with the child or young person or in class). The hypo kit will contain items that bring blood glucose levels back up.

This may include glucose tablets, jelly beans, ~~or~~ soft drinks, muesli bars, dry crackers. These items are not a medicine.

Go to [diabetes](#) for more information

## Complex medication administration

Children and young people with complex medication requirements may be eligible for support from the [Schools Assistant P](#)





## Restricted Schedule 4

- x Prescriptiononly medicines that don't have sufficient addictiveness or risk of abuse to be classified

## Administration via feeding tube

- x For example gastrostomy, jejunostomy and nasogastric
- x Requires referral to the [Access Assistant](#) or [Encompass](#)

## Oxygen

- x Requires referral to the [Access Assistant](#) or [Encompass](#)

## Single medication agreement

A single [medication agreement \(DOC 173KB\)](#) is used for one medication to be administered to a child or young person.

## Multiple medication agreement

A [multiple medication agreement \(DOC 210KB\)](#) is used for multiple medications to be administered to a child or young person.

The multiple medication agreement only needs to include medications to be given in the education or care service, and does not necessarily need to include all medications currently prescribed for the child or young person.

## Intranasal midazolam (INM) medication agreement

An [emergency medication management plan](#) is completed by a neurology specialist or paediatrician for a child or young person prescribed midazolam as an emergency response for seizures.

A [seizure management plan \(DOC 254KB\)](#) must also be completed.

Go to [seizures and epilepsy](#) for further information.

## Medication administration without an agreement

Medication can't be administered in education and care services without a medication agreement unless it is included in an [ASCIA plan](#) or [asthma care plan \(PDF 269KB\)](#)

Where a child or young person requires medication in an education or care service and a medication agreement is not available, arrangements must be made for the parent/guardian to attend the site to give the medication.

An exception to this is where the [decision making tool for medication administration \(DOCX 157KB\)](#) is completed (go to [self-administration of medication](#))

## Medication agreement review date and end date

All medication agreements should be reviewed at least annually for continuing medication.

Where a 'review date' has expired,

Where an 'end date' is included on the form, the medication agreement is no longer valid when that date has expired. A new medication agreement must be completed.

## Administering medication in education and care services

The 8 rights documented in the

Who is responsible for administering medication during attendance at an

medication agreement.

Providing medication in a Webster pack is considered best practice for safe medication management. As it is the pharmacist that prepares the webster packs, it is still considered the 'original pharmacy packaging'. In the case of cut tablets it is also best practice to have these provided in Webster Packs as medication must be received intact and not pre-cut by parents/carers. School staff are able to cut tablets if necessary, asking the parent/carer to supply a pill cutter or alternatively purchase one from a pharmacy.

If more than one medication is in each blister education staff should administer all of the contents of that blister as directed and indicate that they have done this on the medication log under Right dose, Right strength, Right Route. Because the Webster Pack has been prepared by a pharmacist there is not a need to count or identify each individual medication. One medication log for each child can be completed for multiple tablets in a blister of a Webster Pack.

When medication has been administered, education staff should complete the [child medication log \(DOC 203KB\)](#) and, if necessary, the [c.7 \(e\)5.7 \(p\)1.3 \(e\)-1.9 \(t\)1.7 \(l\)3.0 Td \(o\)-3.1\(m\)-5.7 3.0 \[\(mi\)0 Td e\)0.5.5\] \(o\)2](#)

Complete a [medication advice form \(DOC 156KB\)](#) any of the following

- x medication has not been administered (including when the child or young person refused to take the medication)
- x a medication incident has occurred (including a medication error)
- x post administration observations are required to be documented and communicated to the parent or guardian or treating health professional.

The medication advice form must be sent to the parent/guardian, and a copy retained in the child or young person's record.

## Post administration observation

Observations of the child or young person post administration can be documented on [medication advice form \(DOC 156KB\)](#) and forwarded to the parent/guardian.

Education and care staff can observe and document behaviours post administration to advise the parent/guardian or treating health professional

Education and care staff can't interpret behaviour in relation to a medical condition or monitor the effects of the medication.

## Response to side effects

If the child or young person has collapsed or is not breathing following medication administration, call 00 (ambulance) and follow standard first aid.

If the child or young person presents with unusual symptoms or behaviours following medication administration but it's not a medical emergency contact the parent/guardian immediately and follow their advice.

Document the side effects, advice given and action taken in the [medication log \(DOC 203KB\)](#) and complete a [medication advice form \(DOC 156KB\)](#)

## Refusal to take medication

There may be a number of reasons why a child or young person refuses to take their medication.

Education and care services cannot use restrictive practices to make a child or young person take their medication.

## Administering first aid emergency medication

Education and care staff must administer medication in response to a medical emergency for children and young people diagnosed with a health condition, or as a first aid response for children, young people, staff and visitors.

### Adrenaline autoinjector (EpiPen®/Anapen®) and asthma reliever inhaler (Ventolin®)

Adrenaline autoinjectors and asthma reliever puffers can be given as a first aid response to any child, young person, staff or visitor having anaphylaxis or an asthma attack.

Where a child or young person has been prescribed adrenaline autoinjector (EpiPen®) or reliever puffer for emergency medication, this should be administered in line with their [ASCA action plan](#) or [asthma care plan \(PDF 269KB\)](#). Go to [anaphylaxis and severe allergies](#) and [asthma](#) for more information.

### Prescribed emergency medication

Some children and young people may be prescribed other medications as an emergency response.

These may require specialised training for example, midazolam for the emergency treatment of seizure.

Additional training is required to develop required competencies and ensure the safest option to manage risks to the child or young person's health (go to [training and education](#)).

All emergency medication must be prescribed by the treating health professional, documented in a medication agreement and administered in line with the [care plan](#) or [individual first aid plan \(DOCX 120KB\)](#).

## Storage, security and disposal of medication

### Storing medication

Medication must be stored safely and securely. All medication must be stored in line with the manufacturer's instructions. Generally, this will be in a locked cupboard or container in a cool (below 25 degrees), dry place out of direct sunlight.

All medication must be stored in the original container with a pharmacy label. If unpacked or decanted the medication integrity may be compromised and medication errors may occur.

There are some important exceptions:

- x Emergency medication must be stored safely, and must be easily accessible at all times.
- x Asthma reliever inhalers (Ventolin®) must be readily available at all times, including prior to and during exercise. Generally children and young people are responsible for their own inhalers. The need for a child or young person to have ready access to their inhaler should override any concerns about misuse by others.
- x Some medications may need to be kept in the fridge. An appropriate refrigerator, with restricted access, should be identified and the medication should be placed in a closed plastic container with







online program. Staff managing medication in education and care services should complete this online program.

Specialised training is required for administration of some medications including:

## Adrenaline autoinjectors

- x Adrenaline is emergency medication for anaphylaxis
- x Emergency response for anaphylaxis is included in the [HLTAID012 Emergency First Aid Response](#) training.
- x Australasian Society of Clinical Immunology and Allergy (ASCIA) [training course on anaphylaxis management in education and care services](#)

## Insulin

- x Insulin is medication used to manage blood glucose levels in people with diabetes
- x National Diabetes Services Scheme [Diabetes in Schools](#) training
- x Refer to [Women's and Children's Hospital Endocrinology and Diabetes Department](#) for training and advice from a diabetes educator (-7.2 (s)-36[a]10.98 8958 (r)-1.8 (t)-4.8 96-Tw 0.224 03(r)-1.h(s)4.3 (

# Communication and risk management

## Communication

Go to [health support](#) for general communication strategies.

Communication strategies where a child or young person requires medication must be developed with an assurance that parents and guardians understand the content, and should include:

- x staff awareness of all children and young people currently enrolled who require administration of medication during attendance where this is required as an emergency response
- x regular communication with parents or guardians of children and young people requiring medication administration during attendance to provide assurance that appropriate management, risk

# Definitions

## Access Assistance Program(AAP)

Supports children and young people with a disability and/or who have complex health support needs so they can participate in education and care services

## midazolam

Also intranasal midazolam, INM Emergency medication prescribed to treat seizures.

## orally

A route of administration where a substance is taken through the mouth

## PRN

Medicines that are taken "as needed" are known as "PRN" medicines. "PRN" is a Latin term that stands for "pro re nata," which means "as the thing is needed."

## restricted schedule 4 medicines

Also Restricted S4, S4B Schedule 4 medicines that are liable to abuse, i.e. benzodiazepines (e.g. diazepam) and tramadol. For this group of medicines, the traditional storage and record keeping requirements for a Schedule 4 medicine are inadequate to provide the level of accountability required

## topically

Where a product is applied directly onto the outer body surface.

## Supporting information

[HSP120- Health support agreement \(DOCX 128KB\)](#)

[HSP121- Safety and risk management plan \(DOC 128KB\)](#)

[HSP124- Individual first aid plan \(DOCX 120KB\)](#)

[HSP125- Guide to planning health support \(DOC 87KB\)](#)

[HSP151- Medication agreement \(DOC 173KB\)](#)

[HSP152- Multiple medication agreement \(DOC 210KB\)](#)

[HSP153- Emergency medication management plan](#)

[HSP154- Decision making tool for medication administration \(DOCX 157KB\)](#)

[HSP155- Medication log \(DOC 203KB\)](#)

[HSP156- Medication rights checklist \(DOC 137KB\)](#)

[HSP157- Medication advice form \(DOC 156KB\)](#)

[HSP158- Controlled medicines register \(DOC 200KB\)](#)

[HSP159- Authorisation to administer controlled medicines \(DOC 109KB\)](#)

[Medication administration \(flowchart\) \(PDF 127KB\)](#)

[Medication error, incident, query or advice \(flowchart\) \(PDF 130KB\)](#)

[Medication in education and care services: information for families](#)

## Related legislation

[Code of Practice First Aid in the Workplace 2012 \(PDF 713KB\)](#)

[Controlled Substances Act 1984 \(SA\)](#)

[Controlled Substances \(Poisons\) Regulations 2011 \(SA\)](#)

[Controlled Substances \(Controlled Drugs, Precursors and Plants\) Regulations 2011 \(SA\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#)

[Education and Care Services National Regulations](#)

[National Disability Insurance Scheme Act 2013 \(Cth\)](#)

[State Records Act 1997 \(SA\)](#)

[Work Health and Safety Act 2012 \(SA\)](#)

## Related policy documents

[Duty of care to children and young people policy \(PDF 182KB\)](#)

[First aid and infection control standard \(PDF 239KB\)](#)

## Record history

Published date: April 2024

## Approvals

OP number: 10

File number: 18/07542

Version: 3.2

Policy Officer: Project Officer, Health Support, Inclusive Teaching and Learning

Policy sponsor: Director, Disability Policy and Programs, Inclusive Teaching and Learning

Responsible Executive Director: Executive Director, Support and Inclusion

Approved by: Director, Disability Policy and Programs, Inclusive Teaching and Learning

Approved date: 28 March 2024

Next review date: 28 October 2027

# Revision record

Version:3.2

Approved by: Director, Disability Policy and Programs