



STUDENT MEDICAL RECORDS AND MEDICATION ADMINISTRATION POLICY

This policy outlines Minaret College's approach to student medical records, administration of medication and staff responsibilities.

PART 1: STUDENT MEDICAL RECORDS

Minaret College relies on parents/carers to provide the College with up-to-date medical information about students. Without current medical information, the best possible care cannot be provided to each student on an ongoing basis.

Without accurate medical information there is a higher risk of:

- a) Medication being wrongly administered
- b) Student allergies being triggered as a result of incorrect medical treatment or the intake of food to which a student has an allergy
- c) Effectiveness of medical treatment being decreased in medical emergencies.
- d) All staff with access to medical records should be aware of the confidentiality requirements for student health records.

1 MINARET COLLEGE'S POLICY

Minaret College is committed to the safety and wellbeing of all our students and to providing proper care notwithstanding existing medical conditions.

It is our policy that:

- student medical information must be provided by parents/guardians on enrolment
- student medical records are updated regularly as advised by parents/guardians for incorrect, out-of-date, incomplete or misleading information using the Notification of Change of Details Form (available from the Admin Office)
- student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure
- information regarding students' medical conditions is used by the College on an as-needed basis to assist in the management of students ongoing health needs
- access to medical records may be provided to the parents/guardians upon request under certain conditions, depending on the age of the student.

2 COLLECTING MEDICAL INFORMATION

At enrolment, parents/guardians are required to complete a student medical record form. These forms contain a privacy statement advising parents/guardians and students of the purpose of collection and situations where information will be disclosed.

Medical information collected includes details of a student's:

- immunisation history
- past medical/surgical history
- mental health
- asthma status
- allergies
- prescription medication
- dietary requirements
- specific medical conditions

3 CONFIDENTIALITY AND USE OF MEDICAL INFORMATION

The confidentiality of medical records must be respected at all times.

Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff as needed.

Information will only be shared according to the privacy statement on the student medical record form. These circumstances include where:

- parents/guardians provide consent to share the information
- students who are independent minors provide consent
- there is an imminent threat to the safety or welfare of a student
- there is a legislative requirement to share the information (e.g. mandatory reporting of child sexual abuse).

4 ONGOING MANAGEMENT OF MEDICAL RECORDS

On an ongoing basis, the College manages student medical records in the following ways:

- a) parents/guardians are required to review and communicate all updates to their child's medical information as they become aware of the changes
- b) individual health care plans are provided by parents, and retained by the College on student file in the Admin Office
- c) in a medical emergency, either onsite or offsite (eg. excursions), after organising medical attention for the student, a record of all actions taken are documented on the student's file in the Admin Office. The staff in charge must inform the Admin Manager who is responsible for updating student records.
- d) medical records are safeguarded via locked storage and password access to computerised records.

5 ACCESS TO RECORDS

Students and parents/guardians wishing to access student medical records should make a request in writing to the Executive Principal.

Each request for access to medical records will be considered having regard to individual circumstances. For example, access may be denied if the request is from a parent/guardian who is subject to a court order.

In the event that the College receives a request from an external agency for access to a student's medical records, access will only be provided where it is required to do so by law.

Requests to access records should be made via the process outlined in our Privacy Policy.

The College will maintain all original documents and will provide copies if authorisation to access medical records is granted.

PART 2: ADMINISTRATION OF MEDICATION

From time-to-time it may be necessary to administer medication to students during school hours, or whilst on excursions, in order to keep them safe.

6 MINARET COLLEGE'S POLICY

When it is necessary to administer medication to a student, it is our policy that:

- a) staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/guardian
- b) prescribed medication will only be administered where a student's parent/guardian has provided written permission to the College using the Medication Administration Form
- c) parents/guardians are responsible for keeping the College updated if their child's requirements for prescription medication change
- d) parents/guardians are responsible for providing the prescribed medication in the original container and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- e) students must not carry medications unless there is a written agreement between the College and the student's parents/guardians that this is a planned part of the student's individual health care plan
- f) where it is appropriate and safe to do so students can self – administer prescription medication under staff supervision
- g) the College provides appropriate first aid facilities
- h) the College ensures that staff including teaching staff have appropriate first aid training.

7 MAINTENANCE OF MEDICAL RECORDS

Parents/guardians must notify the College of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with Part 1 of this policy.

8 PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the College of this requirement and work with the College to arrange for supply, administration and storage of the prescribed medication.

9 STUDENT INDIVIDUAL HEALTH CARE PLANS

Parents/guardians are responsible for providing an individual health care plan for each child who is required to take prescription medication during school hours. The plan specifies agreed arrangements for supply, administration and storage of the prescribed medication.

Individual health care plans are stored at the admin area of each campus and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's individual health plan and the College must inform parents/guardians as soon as possible if concerns regarding a student's health care arise.

10 SELF-ADMINISTRATION

Students can self-administer prescription medication under staff supervision, if it is required by individual care plan or requested by the parent, who filled and signed the Medication Administration Form.

11 STAFF ADMINISTRATION

Where prescription medication is administered by staff:

- a) a staff member with first aid training should be primarily responsible for administering the medication
- b) two staff members should be present when medication is administered, one with primary responsibility and one as an observer
- c) the staff member with primary responsibility must select the student's medication and appropriate dosage
- d) if administration of emergency medications is necessary, medication type and dosage will be read directly from the student's health care plan or medication order and not transcribed in any way

- f) in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/guardian
- g) the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student
- h) the staff member with primary responsibility must record the student's name, medication and dosage in the Medication Administration Register and sign their name
- i) the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student
- j) students on school camps or excursions will be discretely administered prescribed medication by the "Teacher in Charge"/First aid trained staff in a manner consistent with the above procedures, recording all details on the Medication Administration Form and passing them on to Admin Manager/delegate after returning to school. Details of medication administered are recorded in the medication administration register.

12 STORAGE OF MEDICATION

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication with themselves.

In other circumstances prescribed medication must be stored safely in lockable medication kits located in administration building and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

The Head of school /Admin Manager or delegate is responsible for keeping record of used medication, safe disposal of expired medication and informing parents when required.

13 NOTE REGARDING EMERGENCY CARE

The College will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health plan.

It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate individual health plan.

PART 3: STAFF RESPONSIBILITIES

14 STAFF RESPONSIBILITIES

Staff are responsible for:

- a) having an appropriate training to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan
- b) being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times
- c) applying appropriate security to confidential and sensitive records created or received and ensuring records are stored securely
- d) working with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs
- e) notifying the Executive Principal and informing parents/guardians as soon as possible of concerns regarding management of the student's individual health care.

15 IMPLEMENTATION

This policy is implemented through a combination of:

- staff training
- effective communication procedures with the students' parents/guardians and the students themselves
- effective maintenance of student medical records
- effective incident notification procedures
- initiation of corrective actions where necessary.

16 DISCIPLINE FOR BREACH OF POLICY

Where a staff member breaches this policy Minaret College may take disciplinary action.

17 RELATED DOCUMENTS

- Medication Administration Form

DOCUMENT CONTROL

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