

ADMINISTRATION OF STUDENT MEDICATION AND COMPLEX HEALTH CARE PROCEDURES

This procedure must be read in conjunction and interpreted in line with the and interpreted in line with the [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidPolicy.docx)*,* [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidGeneralProcedure.docx)*,* [*Administration of Analgesics Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/4.1-AdministrationofAnalgesicsProcedure.docx)*,* [*First Aid Facilities Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/4.6-FirstAidFacilitiesProcedure.docx)*,* [*First Aid Record Management Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/4.7-FirstAidRecordManagementProcedure.docx) *,* [*First Aid Training Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/4.8-FirstAidTrainingProcedure.docx)*.*

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1. Overview
   1. This procedure outlines the requirements and responsibilities for the administration of medication and complex health care procedures in ACT Government schools and directorate workplaces including venues where school activities take place, office buildings, storage units and excursion venues. The procedure applies to all directorate supervisors/managers and authorised persons undertaking these duties.
2. Rationale
   1. The directorate manages the administration of medication and complex health care procedures in order to meet legislative requirements outlined in the [*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/current/w.asp)(WHS Act), [*Education and Care Services National Law (Act) ACT 2011*](http://www.education.act.gov.au/childrens_policy_and_regulation/legislation) and the associated regulations; [*Work Health and Safety Regulations 2011*](http://www.legislation.act.gov.au/sl/current/w.asp) and [*Education and Care Services National Regulations*.](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N)
3. Procedures
   1. Roles and responsibilities
      1. The responsibilities of the Director-General, executives including school principals, managers, supervisors and workers are set out in the [*WHS Act*](http://www.legislation.act.gov.au/a/current/w.asp), and articulated in the ACTPS policy [*Work Health and Safety Act 2011-Responsibilities WHS-03-2013*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies) (ACTPS Responsibilities).
      2. Key responsibilities as they relate to the administration of medication and complex health care procedures are outlined below and should be read in conjunction with the [*ACTPS Responsibilities*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies)and the [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidPolicy.docx) and relevant first aid procedures.
   2. Director-General
      1. The Director-General will exercise due diligence to ensure that directorate work environments are safe and health for workers, students and others and that the directorate complies with the ACTPS policy [*Work Health and Safety Risk Management WHS-05-2013*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies). In the context of administration of medication and complex health care procedures, due diligence means taking reasonable steps to ensure:

* a risk management approach is used to identify and adequately resource the administration of medication and health care procedures in workplaces;
* a system of regular monitoring of safe practices, procedures and controls in relation to administration of medication and complex health care procedures in workplaces;
* systems are in place that facilitate consultation with workers when decisions are made about requirements regarding administration of medication and health care procedures;
* appropriate facilities and equipment are available for all workers, students and others;
* first aid officers and/or trained staff to administer medication are available where reasonably practicable.
  1. Executive
     1. Executives will exercise due diligence in assisting the Director-General with their obligations including implementing the ACTPS policy [*Work Health and Safety Risk Management WHS-05-2013*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies) and directorate [*Administration of Student Medication and Complex Health Care Procedure Final*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/Administration-of-Student-Medication-and-Complex-Health-Care-Procedure-Final.docx)*.*
     2. Executives must ensure that:
* before a trained worker accepts responsibility as an authorised person that:
  + a [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and [*Known Medical Condition Response Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) is completed by the student’s parent/carer and specifically outlines:
    - the required steps in the event a response to a health issue is needed; and
    - necessary directions and precautions for administering medication provided by the student’s qualified health professional
  + a [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) is developed in consultation with the student’s parent/carer and authorised person
  + the authorised person understands the correct procedure for administering and storage of medication
* sufficient numbers of staff undertake relevant training in the administration of medication and complex health care procedures to ensure appropriate coverage in the event that an authorised person is absent or unavailable
* referral to the Health Access At School (HAAS) Program team is implemented, with parental consent, for any student requiring a complex health procedure at school or who has complex health issues identified in a preliminary assessment, and
  + a *HAAS Individual Careplan* is in place for all students requiring health care support under the HAAS program
  + the training of authorised persons is relevant to the care outlined in the *HAAS Individual Careplan*.
  1. Workers
     1. ACT Government workers have a responsibility to ensure that while at work they:
* take reasonable care for their own health and safety, including disclosure of any medical condition that may be potentially life threatening or may adversely affect the health and safety of another person;
* comply with the ACTPS and directorate Workplace Health and Safety policies, and procedures. In the context of the Administration of Medication and Complex Health Care Procedure, this includes taking all reasonable steps to:
  + participate in consultation and risk management processes relating to Administration of Medication and Complex Health Care Procedures;
  + report any hazards;
  + undertake induction, first aid and other relevant training as required;
  + provide assistance for the implementation of procedures when required, in line with the written agreement, to the level of their competence, including calling on expert assistance when necessary;
  + read and become familiar with relevant procedures for specialist health conditions for any student in their care, including the student’s [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*,* [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*,* [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and/or *HAAS Individual Careplan*;
  + implement written procedures documented in the relevant student *Medical Information and Consent Form, Known Medical Condition Response Plan* and/or *HAAS Individual Careplan*.
  1. First Aid Officers
     1. First aid officers are designated employees responsible for providing first aid to workers, students and others in accordance with their qualification and the [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidPolicy.docx) and [*First Aid General Procedures*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidGeneralProcedure.docx)*.*
     2. First aid officers in schools with the Provide First Aid (HLTAID003) or Provide First Aid Response in an Education and Care Setting (HLTAID004) qualification are responsible for administering procedures or assisting trained staff with implementing treatment for all students who have an unexpected injury or suspected illness. The first aid officer will follow the written procedure in the student [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medical-Information-and-Consent-Form.pdf) and [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) if available and otherwise provide first aid to their level of experience and training.
  2. Authorised Persons
     1. An authorised person, who is an approved, trained worker may administer medication or perform procedures in line with a student [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medical-Information-and-Consent-Form.pdf)*,* [*Medication Authorisation Administration Record*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medication-Authorisation-Administration-Record.pdf) *and/or* [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Known-Medical-Condition-Response-Plan.pdf)*.*
     2. Further information is available in the [*First Aid Training Procedure*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/4.8-FirstAidTrainingProcedure.docx)*.*
  3. HAAS Workers
     1. A HAAS Worker, usually a Learning Support Assistant (LSA), is an authorised person who has completed first aid training and individualised training and competency assessment by the HAAS RN relating to the support needs of a student with a HAAS Individual Careplan. HAAS Workers are the only workers authorised to provide HAAS support.
  4. HAAS Registered Nurses (RNs)
     1. RNs engaged by the ACT Health, Women Youth & Children Community Health Programs are authorised persons in relation to the HAAS Program. The role of a HAAS RN is to:
* consult with the school regarding new HAAS referrals
* assess HAAS referrals for eligibility for the HAAS Program
* provide health information or recommend a provider to provide health information for school staff about a student’s medical condition/health needs.
* participate in a health needs assessment with the parent and ensure the parent is involved in and approves of the development of a *HAAS Individual Careplan* for use at school
* participate in the HAAS intake meeting with the HAAS consultant paediatrician to ensure a safe level of care is assigned to the HAAS student
* consult with other health care professionals to ensure identified health care is supported by specialist advice and is evidence based
* develop and manage the student’s *HAAS Individual Careplan*
* complete an environmental assessment to ensure a safe school environment for the HAAS student and school staff
* provide advice on operational and resource requirements for students on the HAAS Program including the level of health care support required
* provide training and competency assessment for HAAS Workers
* provide ongoing support to the HAAS Workers, school staff and families
* be available for School staff if they have questions or concerns regarding the [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Known-Medical-Condition-Response-Plan.pdf) and wish to discuss this with the RN
* be available for Specialist School parents/carers or students, who may not be on the HAAS Program, if they wish to discuss the health needs of their child while they are at school
* participate in regular evaluation of *HAAS Individual Careplans*.
  + 1. Three Tiered Approach to Health Care in ACT Government Schools

* + 1. Medical information and Consent Form
       1. Each school year, all parents/carers of ACT Government school students are required to complete a [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medical-Information-and-Consent-Form.pdf) in relation to their child/ren. This form requests general medical information and provides for parents/carers to consent to first aid treatment for their child/children in line with the [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidPolicy.docx)and [*First Aid General Procedures*](https://index.ed.act.edu.au/our-people/whs/files-whs/word/FirstAidGeneralProcedure.docx)and the administration of authorised medications; salbutamol (ventolin) and adrenaline in the event of a life threatening asthma or anaphylaxis emergency.

* + 1. Known medical condition
       1. In addition to the [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medical-Information-and-Consent-Form.pdf) a [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Known-Medical-Condition-Response-Plan.pdf) is required for any student with a known medical condition, short or long term, that:
* requires intervention i.e. administration of medication or other support; and/or
* could lead to a medical emergency.
  + - 1. The *Known Medical Condition Response Plan* is developed by the student’s qualified health professional and student’s parents/carers. The Plan is to be used in conjunction with the *Medical Information and Consent Form*. The implementation of this Plan is by written agreement with the school executive and authorised persons.
      2. Where the treatment/management of a known medical condition requires the administration of medication for a period of more than one school week a [*Medication Authorisation Administration Record*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Medication-Authorisation-Administration-Record.pdf) must also be completed by the student’s parent/carer and submitted with the [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/160428-Known-Medical-Condition-Response-Plan.pdf).
      3. All *Known Medical Condition Response Plans* must include provision for alternate arrangements for support in the event of the absence of an authorised person.
      4. An individual student may have a *Known Medical Condition Response Plan* for a known medical condition as well as a *HAAS Individual Careplan* (see below) for a component of their care that requires a more complex/invasive health care procedure/task.
    1. Referral to HAAS
       1. Students with complex health care support needs may be identified for referral to the HAAS team by the school executive through preliminary risk assessment. Referral to the HAAS team is actioned using the [Health care Access at School Referral Form](https://index.ed.act.edu.au/our-people/whs/files-whs/pdf/4m-Healthcare-Access-at-School-Referral-Form.pdf). Students may also be referred to the HAAS team by their qualified health professional or directly by the family
       2. Families may not wish to engage with the HAAS program. In these instances, the parents need to manage their child’s invasive and/or complex healthcare tasks during the school day or a comprehensive medical plan must be in place that can be reasonably administered by the school. Among other things, the decision what can be reasonably administered will have regard to availability of suitably trained resources to administer the medical plan. This will need to be an arrangement between the school and the family. A referral to HAAS can be re-initiated at any time in the future.
       3. The HAAS team provides a *HAAS Individual Care Plan* for any student who has been assessed and admitted to the HAAS Program.
       4. To ensure the student is able to safely attend school while the HAAS team is conducting the initial health needs assessment and developing the *HAAS Individual Careplan*, interim support arrangements need to be agreed with the family.
       5. If the student’s healthcare needs cannot be safely met as a First Aid response or through a *Known Medical Condition Response Plan*, the family are required to meet the student’s additional care needs in school or the parent can choose to keep the child at home until the *HAAS Individual Careplan* has been developed and staff have been appropriately trained to deliver the *HAAS Individual Careplan*.
       6. HAAS Individual Careplans comprise a suite of documents that can include:
* a Healthcare support Plan – an overarching document with student’s details and a list of documents included in the plan package
* a communication pathway – a flowchart, with contact details, for all parties to follow for lines of communication regarding the student’s health needs at school
* an individual care plan – the step by step process and procedure for management of the student’s health care needs at school
* a [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* other relevant documents
  + - 1. An individual student may have a *HAAS Individual Careplan* and a [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) (see above) for a component of their care that requires less complex health care support.
      2. For students with a *HAAS Individual Careplan* developed and administered under the HAAS program, the RN will ensure:
* the *HAAS Individual Careplan* is developed in consultation with the parent/carer to determine support requirements
* school executive are provided with a copy of the *HAAS Individual Careplan*, which is to be kept on file by the school.
  + - 1. If the family does not consent to the *HAAS Individual Careplan* and agreement cannot be reached between the HAAS team and the family on an alternative *HAAS Individual Careplan*, implementation of the *HAAS Individual Careplan* cannot proceed.
      2. If the student’s healthcare needs cannot be safely managed as a First Aid response or through a *Known Medical Condition Response Plan*, the family will be required to manage their child’s invasive and/or complex healthcare tasks during the school day.
      3. The principal will ensure:
* identification of school staff to participate in the HAAS program
* an appropriate number of staff are trained in a student’s HAAS. It is recommended that a minimum of three full time school staff are trained in a student’s HAAS procedures to cover any leave or absences.
* a [*HAAS Program School Agreement*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) is developed by the school executive that documents the trained staff i.e. the identified HAAS Workers
* the [*HAAS Program School Agreement*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)should include a statement regarding alternate arrangements the school will take should the HAAS Workers be absent or unavailable
* in the event that the HAAS Worker is unavailable for the long term, a new HAAS Worker is to be identified by the principal and a new [*HAAS Program School Agreement*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)is to be completed to include the new HAAS Worker.
  + 1. Administration of Prescribed Medication as outlined in a [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and/or *HAAS Individual Careplan*
       1. Wherever possible, medication should be given to students outside of school hours and/or should be administered for the first time away from the school environment and the student observed for 24 hours before return to school.
    2. Authorisation
       1. In circumstance where the administration of prescribed medication is to occur during school hours, written agreement must be obtained prior to the administration of medication via the [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html).
       2. The administration of prescribed medication for a short term, non-ongoing medical issue e.g. antibiotics for a period of 10 days, must be authorised by written agreement from the student’s parent/carer, via the [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html), and qualified health professional (a medical prescription is adequate).
       3. The administration of prescribed medication on a long term, ongoing basis is to be undertaken in accordance with the individual student’s [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*,* [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html),[*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and/or *HAAS Individual Careplan* where relevant*.*
    3. Administration
       1. Administration of medication should be in accordance with the requirements of the directorate’s [*Standard Precautions for Infection Control* *and Safe Work Practice Procedure*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html)*,* [*Sharps and Biohazardous Waste Procedure*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html) and if relevant, the [*Administration of Analgesics Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.*
       2. The administration of all medication requires a two person ‘five rights’ check. This comprises checking:
* Right student – check student identity
* Right drug – check drug label
* Right dose – check medication authority
* Right route – check whether medication is to be swallowed, applied to skin, injected, via gastrostomy, eye drop etc)
* Right time – check medical prescription/Medication Authorisation and Administration Record
  + - 1. The administration of medication must be reviewed to ensure it is in line with the [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and must be signed or initialled by both persons administering the drug.
      2. Prescribed medication should generally be administered from a central location and should not be available without the supervision of a first aid officer or authorised person trained in administration of this medication. For some students, having their medication with them or in the classroom, is best practice. For example an epipen for a child with anaphylaxis, salbutamol for a child with frequent episodes of asthma, midazolam for children who have frequent seizures, and insulin for children to manage their diabetes routinely and discretely in class.
      3. Where there are a large number of students with medication and/or where medication needs to be administered at the students’ location, such as in specialist school environments, locked cupboards located in or close to classrooms may be used.
      4. The medication must be administered in accordance with any instructions attached to the medication, or any written or verbal instructions provided by a qualified health professional.
      5. Students may self administer medication by written agreement under the supervision of an authorised person.
    1. Injections
    2. Giving medication via a subcutaneous or intramuscular injection is a procedure that staff require training in prior to administration:
* If the injection is required as part of the [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) (tier 2) appropriate providers for training should be sought e.g. first aid training for epi-pens. Approval for the administration of the injection by school staff should be obtained from the student’s prescribing qualified health professional.
* If the injection is part of the daily routine and the student is not able to give it to themselves or requires supervision, the student is referred to the HAAS Program (tier 3).
  + 1. Storage/Security
       1. Wherever possible, regular medication should be in a pharmacy prepared dosette (Webster pack). Short term medication, liquid and topical prescribed medication must be administered from its original container, bearing the original label and instructions, and before the expiry or use by date.
       2. Any medication, health care related equipment held by the school must be kept in a secure place in accordance with the requirements of [*First Aid Policy*](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an)*,* [*First Aid Facilities Procedure*](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an) and manufacturer’s instructions. Where there are a large number of students with medication, such as in specialist school environments, locked cupboards located close to or in classrooms may be in use.
       3. Access to medications, health care related equipment is to be provided for the authorised person and first aid officers only. First aid officers should ensure that where prescribed medications are kept, they are stored in a location other than in the first aid kit and that due care and control is maintained over their storage and administration.
    2. Training
       1. All directorate authorised persons must have current First Aid qualifications. Further information is available from the [*First Aid Training Procedure*](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an)*.*
       2. Individualised training and competency assessment by a HAAS RN is required for any HAAS Worker implementing a *HAAS Individual Careplan.*
       3. Specialist training can be provided by relevant associations as outlined in the [*First Aid Training Procedure*.](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an) These include:
* ACT Health specialists
* ASCIA Anaphylaxis e-training for Schools and Childcare
* Asthma Foundation ACT
* Diabetes ACT
* Epilepsy Australia
  + 1. Records Management
       1. Records of administration of prescribed medicines must be in accordance with the [*First Aid Records Management Procedure*](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an) and [*First Aid General Procedure*](file://C:\Users\david%20pitt\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Y7Z0FURM\Wherever%20possible,%20regular%20medication%20should%20be%20in%20a%20pharmacy%20prepared%20dosette%20(Webster%20pack).%20Short%20term%20medication,%20liquid%20and%20topical%20prescribed%20medication%20must%20be%20administered%20from%20its%20original%20container,%20bearing%20the%20original%20label%20and%20instructions,%20an)*.*
       2. A copy of the [*Medical* *Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*,* [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and/or *HAAS Individual Careplan* to be securely stored on confidential student files.
    2. Legal Liability
       1. Authorised persons administer medications and injections in accordance with the instructions of the treating health practitioner as outlined in the [*Medication Authorisation and Administration Record*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) in so far as reasonably practicable. Authorised persons must not administer medication beyond the level of their qualification and training.
       2. The directorate has the duty as an employer to safeguard the welfare of authorised persons. Therefore, a claim against an authorised person would be deemed to be a claim against the directorate or the ACT Government. The directorate would be liable and would bear the cost of a legal action brought against the authorised person.

1. Contact
   1. The Director, People and Performance Branch is responsible for this procedure.
   2. For support contact People and Performance Branch on (02) 620 5 9202.
2. Complaints
   1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

* the school principal in the first instance;
* the Directorate’s Liaison Unit on (02) 6205 5429;
* online at <http://www.det.act.gov.au/contact_us>;
* see also the [*Complaints Policy*](http://www.det.act.gov.au/publications_and_policies/policy_a-z) on the Directorate’s website.

1. References
   1. Definitions

* **ACTPS** is the ACT Public Sector or Service.
* **Authorised persons** fall into two categories:
  + RNs and/or other qualified health professionals/practitioners;
  + An approved, trained worker who is authorised on behalf of the directorate to administer medication/s, or perform procedures by written agreement and in negotiation with the principal/supervisor/manager, parent/carer and qualified health professional.
* **Complex health need** a student’s health care need or issue requiring a health procedure in order for the student to safely attend school; or a health issue/s of medium or high risk that cannot be managed safely through an EDU [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html).
* **Complex/invasive health care procedure/task** is a procedure/task that is required by a student as a part of their normal activities of daily living and that is required in order for them to safely attend school, including but not limited to: passing of catheters, percutaneous endoscopic gastrostomy (PEG) feeds, naso-gastric (NG) tube feeds, regular wound dressings, oxygen saturation measurement and tracheostomy tube management.
* **Duty of care** is the duty to take reasonable measures to protect students against risks of injury which could reasonably have been foreseen. The duty is not to ensure there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.
* **Executive** means executive officers, school principals, managers and supervisors.
* **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
* **First aid equipment/facilities** includes first aid rooms, first aid kits, clean water supplies and other equipment used to treat injuries and illnesses and to administer first aid.
* **First aid officers** are designated directorate workers who have been appointed on the basis of their qualifications and availability to perform the duties of a first aid officer.
* **HAAS** is the Healthcare Access At School program. The HAAS RN works with families and school communities to support students with complex healthcare need/s to attend school by developing a *HAAS Individual Careplan*, training school staff members to undertake the identified health care procedures/tasks and providing ongoing support to school and family.
* **Injection** (for the purposes of this procedure) is the administration of medication either under the skin (sub-cutaneous) or into the muscle (intra-muscular).
* **Medication** is a pharmaceutical drug that may be purchased over the counter. This includes ointments, creams, laxatives and natural therapies.
* **Medical prescription** is a form with information about the required medication, including its name, form strength, dose, quantity to be dispensed, how long you need to take it for and any other instructions for use. It must include the student name and date.
* **Others** includes clients, volunteers, visitors and workers, as defined by the [WHS Act](http://www.legislation.act.gov.au/a/current/w.asp), that are not on the directorate payroll.
* **Parent** is a person who has parental responsibility for a child or young person under the [*Children and Young People Act 2008*](http://www.legislation.act.gov.au/a/current/c.asp), including a carer under that Act.
* **Parental responsibility** in relation to a child, means all the duties, powers, responsibilities and authority that, by law, parents have in relation to children. Parental responsibility for child protection matters may be granted to the Director-General of the Community Services Directorate or other persons.
* **Prescribed medication** is a pharmaceutical drug that legally requires a medical prescription to be dispensed.
* **Qualified health professional** is a health professional with the skills and knowledge to assess, plan and evaluate care. This can be the student’s medical practitioner, specialist doctor or allied health professional.
* **Reasonably practicable** as defined by the [WHS Act](http://www.legislation.act.gov.au/a/current/w.asp), in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonable.
* **Worker** as defined by the [WHS Act](http://www.legislation.act.gov.au/a/current/w.asp) includes directorate employees, contractors and sub-contractors, employees of contractors or subcontractors, an employee of a labour hire company assigned to work in a directorate workplace, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer or a person of a prescribed class.
  1. Related Policies and Documents
     1. The following documents must be read in reference to the information provided in this procedure document:

ACTPS policy:

* [*Workplace Health and Safety Policy Statement WHS-01-2012*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies)
* [*Workplace Health and Safety Act 2011-Responsibilities WHS-03-2013*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies)
* [*Workplace Health and Safety Risk Management WHS-05-2013*](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies)

Directorate policy and procedures:

* [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Administration of Analgesics Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Anaphylaxis Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Diabetes Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Epilepsy Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid Facilities Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid Training Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid Records Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)