St Andrew's College

Boarding

Medication - Boarders Policy

Rationale

A clear protocol must be established and followed for the proper and safe administration and storage of any prescribed and over-the-counter (OTC) medication.

Purpose

- To provide a safe and friendly environment where health and welfare is treated with confidentiality and consideration.
- To ensure that the College is informed of all medications and drugs of potential abuse that are brought onto school property.
- Boarders, their parents, and staff members understand the processes for administration of prescribed medication and can be assured of the safe and appropriate application of the procedures required.
- To ensure the College treats all medicines safely as per the Medicines Act 1981.

Guidelines

- This policy covers all boarders, after hours in the College. A separate policy covers them as day students.
- The policy directs the administration of medication in house with the College Registered Nurse (RN) working alongside the respective Assistant House Managers (AHM).
- The RN will provide for boarders non/prescribed medication during school hours.
- All medication dispensed to a boarder, after hours will be recorded by the AHM on duty.
- All medication handed to the RN for daily purpose will be collected by the AHM prior to afterhours duty. The AHM will deliver medication, in its original container, back to the College Health Centre for daily dosage until course of medication is completed. This will also include OTC medication. Medication is stored in a locked and secure location within respective houses.

General Procedures for Medication

- All medication brought the Boarding House by boarders is overseen by the College RN. The medication must be clearly labelled and in its original container with the boarder's name and dosage required. This is then securely stored in the Health Centre.
- ALL OTC and Prescribed Medication dispensed to a Boarder must always be recorded by the approved staff member who has accessed and administered the medication.

- The Policy recognises that in some special circumstances a boarder, with request of parent and GP, may self-administer medication prescribed. This request is done through the AHM and/or RN who will put appropriate guidelines in place to supervise and monitor administration of medication.
- It is expected that Boarders who require medication during school hours, will take responsibility for ensuring that they are medicated. Boarders taking medications must report to the Health Centre at an agreed time, daily. It is encouraged that a medication clinic operates during morning or lunch breaks so to limit time out of class.
- It may be necessary for the AHM to administer medication to a boarder in house after hours and in these cases the AHM will be given the medication in a labelled container to administer.
- In the case of a boarder who does not report to the Health Centre for their medication, the RN will first text the boarder to remind them and in the event the boarder misses medication the RN will inform the AHM on duty.

Procedures of the Registered Nurse

- The RN will operate out of the Health Centre Monday – Friday and available for Boarders during school hours.
- Appointments for ongoing care or Doctors' visits can be coordinated through either the AHM or the RN.
- There is an expectation that the AHM and RN inform each other when a boarder has commenced any medications. The parents will be also contacted to inform them of the medical condition and course of treatment, where applicable.
- Medication will be kept in a locked place and in clearly labelled containers.
- A daily record of medication administered is kept and signed off by RN on duty.
- In the event a Boarder needs to leave school for medical reasons the RN will communicate with the respective AHM of the boarder so a communication and action plan can be devised.
    - Contact is made with parent/guardian and arrangements will be made for boarder to be collected by parents, guardian or approved host where applicable.
    - From this point the AHM or RN will communicate with the family/guardian/host on the boarder's condition and expected time of arrival back in house and at school.
    - The RN will inform the attendance office at school.
- Prior to the end of each school day the RN on duty will send an email report to the AHM of the boarders who attended the Health Centre that day, medication required afterhours and any notes pertinent to their job in delivering care for boarders.

Procedures of the Assistant House Manager(s):

- Outside Health Centre hours, or in the absence of the RN, only approved house staff will administer OTC / Prescribed medications as required.
- Prior to administration of any medication the staff member will check the expiry date of the medication and ensure correct medication and dosage is being administered.
- The staff member will discuss above procedure with the boarder to ensure that they are fully informed.

- The staff member will record the date, time, symptoms (if necessary) and dosage of medication administered. These notes are kept in the respective house medical notes/daily diary or recorded on the medication administering charts in the Health Centre, which are to be signed for each individual boarder.
- The AHM in each house will communicate with the RN prior to school day, the after hours record of administration and any update on boarder illness overnight.
- Medications **must not be administered to one boarder to pass on to another**.
- No staff shall, at any time, administer their own personal medications to a boarder (oral or topical).
- Any medications for boarders deemed necessary to be held in the boarding house are to be stored in a secure location.
- The RN will administer daily medication that has been prescribed by the boarders GP or specialist. After Hours will be administered by the approved staff member on duty.
- A self-administration consent form must be firstly discussed with the AHM and RN and approved by a parent where appropriate. The boarder concerned will be part of this process and required to sign a form for responsibility.

Procedures of the Parents

- All medication must be clearly labelled and in its original container.
- All boarders must hand in **any** form of medication to their AHM where it will be clearly named and secure in the Health Centre or Boarding House. This secure location is accessible for other AHM while on duty.
- Parents must inform the RN and the respective AHM, of any course of medication their child has started whilst at home on leave.
- Parents / Guardians are expected to assist with their child if required to be sent home for further medication and / or recovery.
- In the event a parent cannot be reached the emergency contacts will be advised and a course of action will be planned with their input and ongoing care.
- It is not expected that the AHM can give 24 hour 1:1 care to any boarder. Therefore, all boarders from distant or international locations have an allocated caregiver on hand locally. This is a safe guard in the event where 24 hour or emergency care is required. Caregivers may be an approved short-term caregiver allocated by the College. The AHM or other boarding staff will be able to assist short term until the caregiver can arrive to resume duty of care.

Review Leader	Director of Boarding
Ratified	10 September 2022
Due for Review	September 2025

St Andrew's College

Self-Administration of Medication Form

Boarder's Name: _____ Boarder's Age: _____

Ph no (home): _____ Mobile: _____

Boarding House: M R T

Name of Medication: _____

Dosage: _____ Time(s)

Date when medication is to finish: _____

Information about the medication: _____

Name of prescribing medical practitioner: _____

I accept responsibility for the decision to self-administer this medication and acknowledge that the College is in no way responsible for that decision.

*I agree to adhere to the College Medication Policy for Boarders and administer this to **myself only**, on time and as prescribed by my medical practitioner.*

I will notify the College / Registered Nurse about any change to dose and time when the medication is given and will fill out a new request form as required.

I ensure that I will communicate with the RN or AHM of any undesirable side effects should the occur. The College has no responsibility for any side effects of the medication.

I agree that, in some cases, bulk medication will be held by the Registered Nurse in the health centre and weekly amounts dispensed to the boarder at the nurse's discretion.

I agree that I am responsible for ensuring I have enough medication to meet my needs at all times, including ordering repeat prescriptions.

I agree to keep my dispensed supply of medication in a locked cupboard at all times. (Either with the Duty House Assistant or locked in my room). Any medication found and/or unlocked may be removed.

Signed (Boarder): _____ Date: _____

Signed (AHM): _____ Date: _____

Signed (Nurse): _____ Date: _____