

Manage medical conditions procedure

Purpose

This procedure describes how schools must manage medical conditions of students, including the administration of medication.

To whom it applies

All schools must follow this Management of medical conditions procedure.

Related policies

[Toowoomba Catholic Schools Council Work health and safety policy](#)

Related legislation

Work Health and Safety Act 2011 (QLD)

Work Health and Safety Regulation 2011 (QLD)

Medicines and Poisons Act 2019 (QLD)

Medicines and Poisons (Medicines) Regulation 2021 (QLD)

Definitions

Medication

For this procedure, medication includes prescription and non-prescription medication.

Medical condition

A medical condition is a physical or mental health condition as documented by a medical practitioner and which requires, or may require, management while at school or while participating in school activities.

Procedure

1. Medical management plans/emergency action plans

- a. For students with a medical condition or diagnosis requiring a Medical management plan/Emergency action plan (plans), these are required to be developed and signed by a medical practitioner or health professional and provided at the point of enrolment, or when the condition or diagnosis becomes known to the student's parents/legal guardians.
- b. School employees are to be familiar with and implement these plans when planning and managing risks in school curriculum activities and other school activities in collaboration with parents/legal guardians.
- c. Where students have a medical condition that may result in a medical emergency, for example asthma, anaphylaxis or diabetes, plans relevant to that student must be displayed in locations that are accessible to employees but not used by the general public.
- d. Plans for ongoing medical conditions must be updated each year, or when circumstances change, whichever comes sooner.
- e. The plans must include
 - i. an assessment of the risks relating to a student's specific health care need, allergy, or relevant medical condition, with strategies developed and implemented to minimise the risk

- ii. a parent's/legal guardian's notification of any known medical condition that poses a risk to a student, with strategies developed for minimising the risk (if relevant)
- iii. a directive that the student does not attend school without medication prescribed by the student's medical practitioner (if relevant)
- iv. information about how the student's medical condition will be communicated to employees and other students if required.

2. Medication administration

- a. It is preferred that parents/legal guardians administer medication (prescription or non-prescription) to their children, either outside of school hours or at school.
- b. In situations where administration of medication is required at school, and parents/legal guardians are unable to administer the medication, employees will only be permitted to administer medication to a student if
 - i. the medication is accompanied by a Medication authorisation form completed by the parent/legal guardian or doctor, **and**
 - ii. the appropriate training or instruction has been provided to employees about the administering of the medication, **and**
 - iii. the medication is in its original package with pharmacist's label which clearly states
 - 1. the student's name
 - 2. dosage
 - 3. frequency of administration
 - 4. date of dispensing
 - 5. expiry date (expired medication must not be administered).
- c. The principal may determine which cases require a second person to check before administering medications and to witness the administration (for example complicated dosage requirements). The name of the witness should be recorded in the 'additional comments' section in the 'administer medication' field in the health module in Sentral.
- d. The administration of medication must be recorded in Sentral with the following details included.
 - i. the name of the student
 - ii. the dosage that was administered
 - iii. the manner in which the medication was administered
 - iv. the time and date the medication was administered
 - v. the name of the person who administered the medication
 - vi. the name of the person witnessing the administration where relevant.
 - vii. in the event of Sentral being unavailable, the administration of medication must be recorded on a [medication register](#) and the details entered in Sentral when available
- e. Employees must not administer paracetamol or similar over-the-counter medications to students without a Medication authorisation form signed by a parent/legal guardian and the medication in its original package with a pharmacist's label. In situations where employees are responsible for students for an extended time such as during excursions, specific written permission must be sought from parents/legal guardians to administer paracetamol at the discretion of school employees. In these situations, it is not necessary for every student to have an individually labelled supply of paracetamol. Where paracetamol is administered to a student, a parent/legal guardian must be notified as soon as practicable. Employees should first consider alternative methods such as an ice pack, rest and fluids prior to the provision of paracetamol.

- f. Review of medication authorisation
 - i. Short-term administration of medication is only applicable for the duration specified on the pharmacist's label and a new Medication authorisation form must be completed if the duration is extended.
 - ii. Long-term administration of medication can only be authorised for one year. After one year a new Medication authorisation form must be completed if the duration is extended.
- g. All medication must be stored appropriately to prevent unsupervised and unauthorised access eg locked cupboard or fridge that students cannot access.
- h. All unused medication should be returned in its original container to the parents/legal guardians (**not** via the student) at the end of the medical authorisation period.

3. Self-administering medication

- a. Students may be allowed to self-administer medication or be assisted in self-administration.
- b. Authorisation to self-administer must be provided on the Medication authorisation form by a parent/legal guardian or medical practitioner.
- c. The Medication authorisation form must state whether the self-administration of medication must be monitored by an employee, recorded in the medication register, and whether the medication should be held in a secure location in the school office.

4. Monitor and review the effectiveness of management measures

- a. School principals, or their delegate, must consult with school employees to decide which employees are able to provide the level of care required to support students' medical needs, both in school and on school excursions or camps.
- b. School principals, or their delegate, should review medication records from time to time to gauge the effectiveness of this process.
- c. All incidents involving the incorrect administration or medications must be reported to Toowoomba Catholic Schools Office (TCSO) on the [Incident/Hazard report form](#). The Work Health and Safety (WHS) Advisors at TCSO will assess all notifications of incidents and action accordingly, reporting to Work Safe Queensland if required.

5. General training

- a. Appropriate training or instruction must be provided to employees who manage medical conditions or administer medications to students.
- b. Only trained employees should administer emergency or reliever medications (such as Ventolin inhalers) or processes.

6. Supporting students with asthma and/or at risk of anaphylaxis

- a. For students diagnosed with asthma and/or anaphylaxis
 - i. Each student is to have a Medical management plan and Emergency action plan in accordance with this procedure.
 - ii. Parents/legal guardians must provide medication and other equipment required for the school to provide asthma or anaphylaxis first aid.
 - iii. Students are to be made aware of how to alert employees if they are experiencing symptoms.

- iv. The principal or delegate must consult with the parent/legal guardian (and the student where appropriate) to minimise exposure to allergens in the school environment and manage risks during curriculum activities and special events.

Please note: It is not possible to guarantee an absence of allergens in a school environment, therefore no claims should be made that the school is an allergen-free or nut-free zone.

- v. Employees who are responsible for students diagnosed with asthma and/or at risk of anaphylaxis (for example the student's classroom teacher) must have current asthma and/or anaphylaxis training.

b. Provide first aid equipment for management of asthma and anaphylaxis

- i. The school must maintain a minimum of one school-purchased adrenaline auto-injector for general use stored with a school first aid kit. Adrenaline auto-injectors come in two dosage options, for children less than 50kg and children/adults over 50kg. Schools should consider the need to carry both dosage options depending on the students enrolled. The auto-injector/s must be stored in a safe, cool, dark place that is unlocked (not a refrigerator).
- ii. The school must store a general Australian Society of Clinical Immunology and Allergy ([ASCIA](#)) [Action plan](#) for anaphylaxis with the auto-injector.
- iii. The school must maintain a minimum of one asthma reliever medication and single-use spacers in the school first aid kit.
- iv. The school must store a [First Aid for Asthma Chart](#) (National Asthma Council Australia) with the first aid kit.

c. Provide asthma and/or anaphylaxis training and support for school employees

- i. Principals should determine the appropriate number of employees to complete anaphylaxis training based on an assessment of risk, at no less than a ratio of 1:25 (trained officer to employees, students and visitors).
- ii. Employees who are responsible for students diagnosed with asthma and/or at risk of anaphylaxis (for example the student's classroom teacher) must complete asthma and/or anaphylaxis training.
- iii. Principals should arrange for school employees to complete the following as required.
 - 1. The free online [anaphylaxis e-training for Queensland schools](#) conducted by ASCIA (to be completed at least every two years).
 - 2. The free online [Asthma First Aid for Schools](#) course conducted by Asthma Australia (to be completed at least every three years).
 - 3. A practical, simulated training session using an adrenaline auto-injector training device.
 - 4. A nationally recognised asthma and/or anaphylaxis training course.
- iv. Where schools do not have employees that are able to provide the level of care required to support a student's medical needs, these needs should be discussed jointly with parents/legal guardians and local emergency responders or health professionals to ensure the student receives timely medication and support.

7. School substance management plan

- a. Schools are required to prepare a Substance Management Plan pursuant to the *Medicines and Poisons Act 2019* (the Act) section 93 – Substance Management Plans. This plan documents how the school will manage medications in accordance with this procedure and the Act, taking into consideration the school's specific context and procedures. The Substance Management Plan template is included in Appendix 1.

Authority

This Management of medical conditions procedure is the responsibility of the Director: People and Engagement Services. Any changes to this procedure can only be made with approval of the Director: People and Engagement Services or the Executive Director: Catholic Schools.

Version control and change history

Effective date

23/07/2025

Review date

23/07/2028

First published

21/05/2020

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28/08/2023

23/07/2025

Appendix 1

Substance Management Plan (Medications)

This Substance Management Plan (SMP) is prepared pursuant to the Medicines and Poisons Act 2019 (the Act) section 93 – [Substance Management Plans](#). The SMP assists Toowoomba Catholic Schools (TCS) to manage known and foreseeable risks when buying, possessing, administering and disposing of medications – including emergency first aid medications retained in the school's first aid kits and administering medications authorised by prescribing health practitioners for specific students.

In developing and reviewing this SMP, the following risks are being considered and addressed.

- diversion, theft or other loss of medication
- fraud and tampering
- expiry, cold chain breaches or other substance quality issues
- improper or inappropriate use of medication
- public, patient or environmental harm
- staff having insufficient training, qualifications or experience to perform an activity **and**
- non-compliance with legislation or codes of practice

Having an SMP is a requirement of the [Medicines and Poisons Act 2019 \(Qld\)](#) and TCS [Manage medical conditions](#) procedure and [First aid](#) procedure.

Date of SMP commencement	
Version number	
Name of principal	
Date of review	
Reason for review	
Reviewed by	

Review process

This SMP will be reviewed as frequently as necessary to maintain currency and effectiveness. At a minimum, this plan will be reviewed 5 years after its date of commencement, or sooner following a review incident.

Shared with

Employees have been made aware of the SMP by email dated **<school to insert date>** and/or during staff meetings **<school to insert date>**. Ongoing access to this SMP is available at **<school to insert location>**.

References

- [Manage medical conditions procedure](#)
- [First aid procedure](#)

Acknowledgements: Much of the information for this document has been sourced from content provided by Department of Education Qld and Qld Health websites.

This SMP applies to the following employees.

Assigned officers (listed in the table below)

Employees who administer medication to students. Those with access to locked storage locations are highlighted/marked with an *.

Health support employees (listed in table below)

Employees who supervise relevant students ie teachers of students who may require emergency medication and are trained to administer the school's emergency first aid medication (ie asthma relievers and adrenaline auto-injectors).

List Assigned officer/s	List Health support staff

Requirement	Actions required	School process in place
Buy (S.3 of the SMP Standard) Please note: The only purchase of medication that school employees will make is the purchase of emergency first aid medication for the first aid kits. For this section, refer to the First Aid procedure .		
3.2 The stock received is secure and fit for purpose.	- The school supplies a purchase order to a pharmacy for the supply of emergency medications (auto-adrenaline injector and asthma reliever). - A schedule is in place to monitor the contents of the first aid kit and other first aid resources. - A first aid officer is responsible for ensuring the kit, contents and other equipment are complete, in-date and in working order. - First aid kit stock register is maintained, and stock is checked every 6 months.	
Possess (S.4 of the SMP Standard)		
4.1 Medicines are only accessible and possessed by appropriate persons.	- Principal has delegated administration of prescription medication to the Assigned officer. - Emergency medications are stored in secure locations to be readily available to relevant students but kept out of reach of students. - S4 medications are currently not held on site. Advice will be sought should this change. - S8 medication (Ritalin) is stored in a secure location.	
4.2 Medicines are stored in secure and appropriate storage.	- Principal/delegate has established medication storage procedures referring to Manage medical conditions procedure. - Staff receiving medication supplied to the school check it is in the original container and the packaging is intact. - Note where medications are stored. - Mention cold storage where required.	
4.3 Recording and keeping of information enables traceability of medicines.	- The school uses Sentral and documents all medication administration. - Parents/legal guardians are advised of documentation requirements. - Parents/legal guardians are advised to provide and collect medication in person at the school office.	

Requirement	Actions required	School process in place
	- Emergency first aid medications in first aid kits are monitored and recorded by the first aid officers. - Student records are managed through Sentral and an authority to administer medication form. - Note how medication expiry dates are managed.	
4.4 There is compliance with relevant TCS procedure.	S8 medication (controlled drugs) will be securely stored in a secure location as determined by the school.	
4.5 Incidents, including potential incidents are identified and reported in a timely manner.	- The school participates as required in school audits. - Employees will notify the principal/delegate if medication has been stolen, lost or diverted; and the principal/delegate is to contact the WHS Advisers if S8/controlled drugs are involved. - Incidents will be reported, reviewed, investigated and corrective actions taken.	
Administer (S.8 of the SMP Standard)		
8.1 Medicines are only administered by persons who are competent to administer medicines in the circumstances.	- All medication will be administered in accordance with the advice of the student's prescribing health practitioner (or as an emergency response). - Assigned officers and Health support staff are trained in administering medications as relevant to their roles. - Delegated employees who supervise students requiring medical care are required to have relevant training. - Employees are familiar with all relevant information when administering medications (consent forms, prescribing notes, GP directions, parent/legal guardian discussions). - Employees seek confirmation from the parent/legal guardian before administering non-emergency 'as-needed' medication if the school is unaware of when the medication had last been administered.	
8.2 Records are kept of medicines administered.	Assigned officers and Health support staff prepare documentation and accurately record administration of medication.	

Requirement	Actions required	School process in place
	- Administration of medication records document - the name of the student - person administering - what medication was administered - date and time of administration - dose - other relevant notes - Parents/legal guardians will be advised of documentation requirements. - Documentation is stored securely (Sentral or hard copies).	
8.3 Incidents, including potential incidents, are deterred, identified and reported in a timely manner.	- All employees will report any non-compliance with the Manage medical conditions procedure to the principal/delegate. - The principal will review, investigate and implement corrective and preventive actions for work-related incidents. - Assigned officers and Health support staff will notify the principal/delegate if a medication error occurs or if medication is lost/stolen/diverted. - When an incident occurs, the principal will notify TCSO WHS Advisers.	
Dispose (S.9 of the Standard)		
9.1 Medicine waste is disposed of appropriately by appropriate persons.	- Parents/legal guardians will be advised to collect unused medication when no longer required or expired or unfit for use. - Explicit disposal procedures for boarding. - Assigned officers and Health support staff will be advised of the disposal and record keeping requirements for medication.	