

Medical Records and Medication Administration Policy

Muhammadiyah Australia College



Endorsed	19/09/2021
Endorsed by	Board of Directors
Next Review	19/09/2022



MUHAMMADIYAH AUSTRALIA COLLEGE

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Student Medical Records

Muhammadiyah Australia College relies on parents/carers to provide the College with up-to-date medical information about students. Current and accurate medical information is crucial to provide the best possible care to each student on an ongoing basis.

Without accurate medical information there is a higher risk of medication being wrongly administered, student allergies being triggered as a result of incorrect medical treatment or the intake of food to which a student has an allergy, and effectiveness of medical treatment being decreased in medical emergencies.

All staff with access to medical records should be aware of student confidentiality for health records. Muhammadiyah Australia College's Policy

Muhammadiyah Australia 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/carers on enrolment
- student medical records are updated regularly as advised by parents/carers for incorrect, out-of-date, incomplete or misleading information
- 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/carers upon request under certain conditions, depending on the age of the student.

Collecting Medical Information

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

Medical information collected includes details of a student's:

1	Student Name	
2	Date of birth	
3	Immunisation history	
4	Past medical/surgical history	



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5	Mental health	
6	Asthma status	
7	Allergies	
8	Prescription medication	
9	Dietary requirements	
10	Specific medical conditions	

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/carers 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 (e.g. potential suicide)
- there is a legislative requirement to share the information (e.g. mandatory reporting of child sexual abuse)

Ongoing Management of Medical Records

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

- regular reminders are forwarded to parents/carers requesting that they review and update their child's medical information as needed
- parents/carers are required to review and update their child's medical information annually
- parents/carers are required to communicate all updates to their child's medical information as they become aware of the changes
- individual health care plans are developed as required and retained in the student's College file with their medical records
- a record is maintained of all medication administered at the College to students
- in a medical emergency, after organising medical attention for the student, a record of all actions taken are recorded on the student's file
- medical records are safeguarded via locked storage and password access to computerised records



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- records are kept by the College until the student is 25 years of age

Under no circumstances will staff transcribe any part of a student's medical record to another location Access to Records - Students and Parents/Carers

Students and parents/carers wishing to access student medical records should make a request in writing. 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/carer who is subject to a court order.

Access to Records - External Agencies

If the College receives a request from an external agency for access to a student's medical records, access will only be provided where:

- the student's parents/carers have consented; or
- the College is required to do so by law

Staff Responsibilities

Staff are required to:

- be familiar with the medical conditions of students in their care
- apply appropriate security to confidential and sensitive records created or received
- ensure records are stored securely and physical access is restricted

Implementation

This Policy is implemented through a combination of:

- staff training
- student and parent/carer education and information
- effective maintenance of student medical records
- effective incident notification procedures
- initiation of corrective actions where necessary



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Medication Administration

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

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/carer
- prescribed medication will only be administered where a student's parent/carer has provided written permission to the College. (See Appendix 1: Medication Authority Form)
- parents/carers are responsible for keeping the College updated if their child's requirements for prescription medication change
- parents/carers are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between the College and the student's parents/carers that this is a planned part of the student's individual health care plan
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- the College provides appropriate first aid facilities
- the College ensures that teaching staff have appropriate first aid training

Maintenance of Medical Records

Parents/carers 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 I of this policy.

Parent/Carer Responsibilities

Parents/carers 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



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Student Individual Health Care Plans

An individual health care plan will be developed for each student 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 appropriately 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/carers as soon as possible if concerns regarding a student's health care arise

Self-Administration

Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

Staff Administration

Where prescription medication is administered by staff:

- The College First Aid Officer is responsible for administering only the medication that has been authorised by a student's parent and/or medical practitioner. The First Aid Officer is to administer medication within the limits of their skill level, expertise and training.
- The College First Aid Officer is also responsible for receiving, storing, monitoring and disposing of medicines
- Another staff member should be present when medication is administered as an observer
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way
- in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/carer
- the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student
- the College First Aid Officer must record the student's name, medication and dosage in the Medication Administration Register and sign their name
- the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student



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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 on their person.

In other circumstances prescribed medication must be stored safely in the Admin Office 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.

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

Staff Responsibilities

Staff are responsible for:

- having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan
- 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
- working with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs
- notifying the Principal and inform parents/carers as soon as possible of concerns regarding management of the student's individual health care

Implementation

This Policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the students' parents/carers and the students themselves



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- initiation of corrective actions where necessary



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Appendix 1: MEDICATION AUTHORITY FORM

MEDICATION AUTHORITY FORM

For students requiring medication to be administered at the College

This form should, ideally, be signed by the student’s medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia’s School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student’s health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Name of school: **Muhammadiyah Australia College**

Name of student: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:					
Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg. oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / OR Ongoing medication	<input type="radio"/> No – student self-managing <input type="radio"/> Yes <input type="radio"/> remind <input type="radio"/> observe <input type="radio"/> assist <input type="radio"/> administer



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				Start: // End: // OR Ongoing medication	<input type="radio"/> No – student self-managing <input type="radio"/> Yes <input type="radio"/> remind <input type="radio"/> observe <input type="radio"/> assist <input type="radio"/> administer
--	--	--	--	---------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of healthcare management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student’s medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):



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Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____



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Appendix 2: College Medical Condition and Disability Register

College Medical Condition and Disability Register (Pro forma)

College Medical Condition and Disability Report	
Student Name	
Student Year Level	
Unique College Student Identifier	
Does the student suffer from Anaphylaxis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student suffer a disability	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the medical conditions and disabilities the student suffers	
Does the condition ongoing require	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, attach instructions
Does the condition require special treatment plan	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, attach instructions
Does the disability require adjustments and accommodations	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, attach instructions

Name of Student:

Full Name of Carer:

Signature:

Date:



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Appendix 3: College Medication Register

Medication Register

Medicine Distribution Record			
Student Name			
Student Year Level			
Detailed parental instruction provided	<input type="checkbox"/> Yes <input type="checkbox"/> No if no, College Staff cannot distribute		
Not first dose	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, College Staff cannot distribute		
Name of medicine/s			
Dosage and frequency			
	Date	Time	College Staff Initial