

Health and Medical

Staff with Medical Supports Requirements

Any adult may experience from time to time, or ongoing, health or medical issues.

Staff who need to bring medication to work should ensure that the medications are securely stored away from access by students or other people and that another adult and the Principal are aware of any emergency supports that may be required.

The Principal, through their obligations under the WHS Act, needs to provide reasonable supports for staff with medical issues. Staff should share confidentially their health or medical support needs with full expectation that reasonable adjustments, supports and accommodations will be made.

Staff should be aware of the Department's requirements for a medical certificate to be provided for absences from work over three days, or at other times that may apply.

Staff should also be aware of the Department's obligations through WorkCover and related graduated return to work for staff who have been on WorkCover and for staff who have been away from work for an extended period of time. This includes the staff member needing to provide a medical clearance and the relevant Work Capabilities Checklist – available from the BSM. It is usual for the Department to provide a specialist occupational therapist to guide the assessment of suitable duties, the location for where those suitable duties will be undertaken, and to support the staff member and Principal as needed to achieve a successful return to work. All negotiations regarding approved return to work are undertaken in good faith between the staff member concerned, the Principal, the consultant OT and any applicable Human Resources personnel at the Metropolitan South Regional Office. Staff are encouraged to seek further details from the Principal as required.

Unwell or sick students

Students arriving unwell or becoming unwell during the school day are reported to a member of the leadership team. Staff do not make decisions about sending a student home without a school leader being involved in the decision-making process. Staff should take responsibility to isolate a student thought to be unwell whilst a leader is consulted.

The school leader or duty officer will

- assess the student
- liaise with the class teacher, and specialist teacher if applicable
- contact the parents, or request the teacher to do so, depending on circumstances.

Unwell students remain in the front foyer at Manly and outside the foyer area at Lindum, or in an outdoor area, to minimise infection risk to others. Parents/carers are requested to collect the student, unless there is an acceptable reason provided for the student's symptoms.

Staff are reminded that we are not medically trained, and that thermometers are not reliable in measuring body temperature. Symptoms such as discharge, lethargy, malaise, pain and vomiting or diarrhea, or a consistent body temperature of more than 38°C with other symptoms.

Staff should be aware that owing to neurological or other factors, some students may present with a typical body temperature very different from the usually recognised normal of 36.1°C and 37.2°C.

Tamper proof bags

Some medications e.g., Midazolam, Rivotril, are stored in the medication refrigerator in the office on both campuses. These medications are stored in Tamper Proof bags. When collecting and returning the medications stored in tamper proof bags, staff need to show the bag to an office or leadership team member for them to double check that the bag has not been opened (as seen on the red strip at the top of the bag – either STOP or VOID) so that the medication can be re-bagged if some has been used. Medications are double signed out and in.

The Department Policy on Medication Administration is available at [Administration of medications in schools procedure](#)

The Six Rights of Safe Medication Administration

1. Right Patient ✓

- Ask the patient their first and last name
- Does the order match the patient?

2. Right Medication ✓

- Does the medication label match the order?
- Be vigilant with look-alike and sound-alike medications

3. Right Dose ✓

- Does the strength and dosage match the order?
- Is it half, whole or multiple tablets?

4. Right Time ✓

- Does the administration time match the order?
- Before administering a PRN medication, ensure specified time interval has passed

5. Right Route ✓

- Does the route match the order?
- Can this be crushed or mixed in other substances?
- Have any transdermal patches been removed?

6. Right Documentation ✓

- Document immediately after the medication is administered

SMATIME | crosschecksupply.com | 866-777-1360 | #W5282250-24



Image 2: Example of original container with intact packaging



Image 3: Example of dose administration

Types of medications

MEDICALLY AUTHORISED FOR A SPECIFIC STUDENT			
Type of medication		Description	Examples
Routine	Short term	Required over a short period of time for the treatment of an acute condition e.g. infection.	- antibiotics - ointments - eye drops - ear drops
	Long term	Required over a long period of time for the ongoing management of a specific disorder (e.g. attention deficit hyperactivity disorder, schizophrenia); or health condition (e.g. cystic fibrosis, epilepsy, diabetes, asthma.)	- Ritalin - enzyme tablets - insulin - anti-epileptic medications - risperidone - medicinal cannabis - asthma preventer
As needed	As a non-emergency response	Required as a non-emergency response to certain symptoms (e.g. rash, irritated eyes), in accordance with a medication order.	- antihistamines - topical creams/ointments for allergies
	As an emergency response	Required as an emergency response for medical conditions (e.g. epilepsy, asthma, anaphylaxis) in accordance with a medication order / a health plan / written instruction from a prescribing health practitioner.	- Midazolam - adrenaline auto-injector - asthma reliever - Solu-Cortef - GlucaGen
NOT MEDICALLY AUTHORISED FOR A SPECIFIC STUDENT			
Type of medication		Description	Examples
Emergency first aid medication		Retained in the school's first aid kit and used as a first aid response to asthma and anaphylaxis. Dispensed in devices that non-medical personnel can be trained to use.	- adrenaline auto-injector - blue asthma reliever

Pharmacy label check

Checking the pharmacy label

Schools can confirm that medication has been prescribed for a student by checking the following.

Check that the name on the label is the student to whom it is to be administered.

Check that the name of the medication and dosage matches the written advice from parent/carer and health practitioner.

BRAND NAME OF MEDICATION
(Name of medication)

<Strength and quantity/volume of dispensed medication>

<Directions for use including specific times when medication is to be taken>

<NAME OF STUDENT> ||| ||||| ||||| ||||| ||||| |||||

<Date dispensed> <Name of prescribing health practitioner> <Price>

KEEP OUT OF REACH OF CHILDREN

<Pharmacist business details>

IMPORTANT

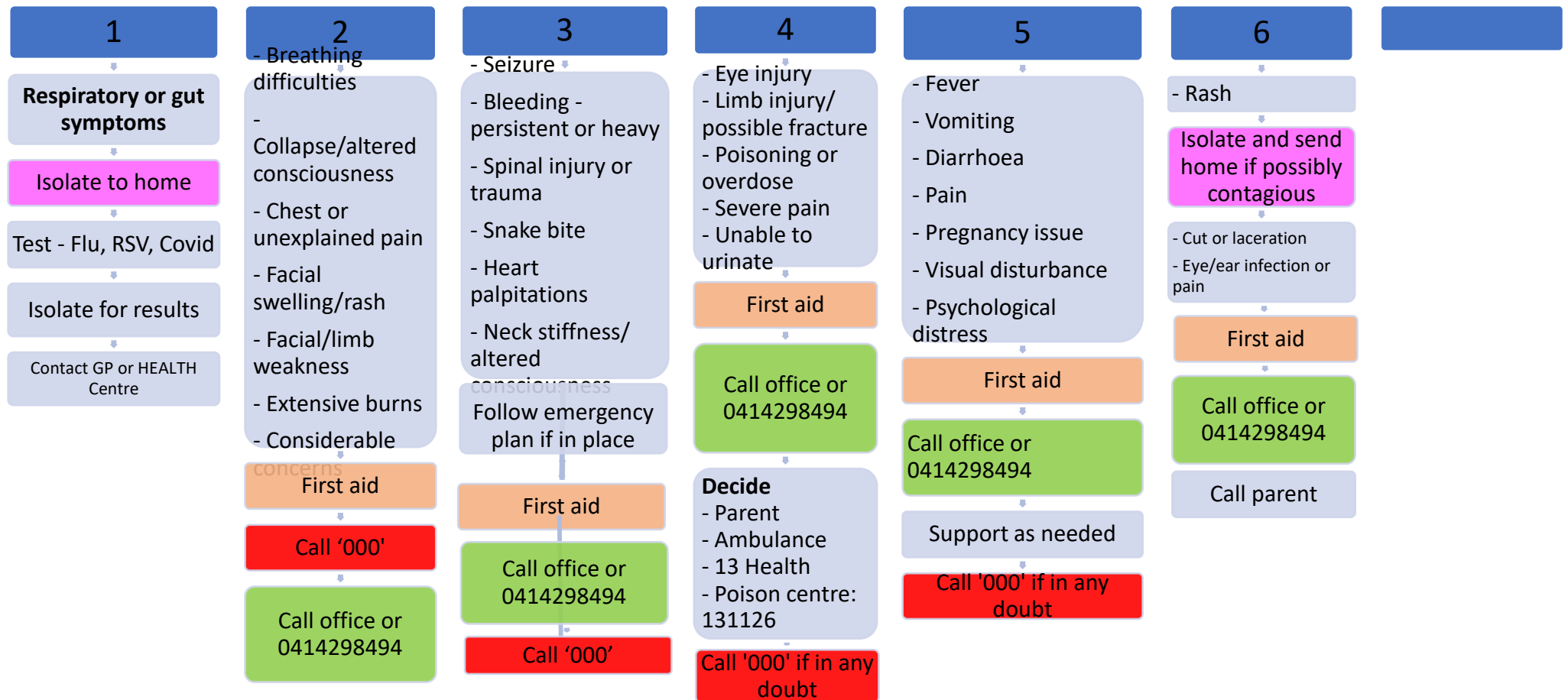
Check that a qualified health practitioner is listed on the label. If a qualified health practitioner is not listed on the label, medical authorisation will need to be confirmed with other written documentation from the health practitioner or by contacting the pharmacist. When there is no health practitioner name, it is likely that the medication has been purchased over the counter. To administer this medication, additional medical authorisation (e.g. a medication order) will be required.

Forms for administering medication at school

Type of medication		Required form completed by parent	Required information completed by health practitioner	Appropriate record form
Routine	Short term	A	-	F
	Long term	A	-	F
As needed	Non-emergency response	A	B	G
	Emergency response	A	B / C / D	G
Diabetes Management	Routine, long term, and may also be: As-needed, non-emergency and potential emergency response	A	D and E	H
Forms		Description		
A. Consent to administer medication*		- provides information for parent/carer about departmental requirements - can be used for one (1) medication only - allows parent/carer to consent		
B. Medication order to administer 'as-needed' medication at school*		- provides information for parent/carer and prescribing health practitioner about departmental requirements - allows prescribing health practitioner to provide the necessary information about administering 'as-needed' medication at school - considered to be medical authorisation when signed		
C. Action Plan (for asthma or anaphylaxis)		- developed by a prescribing health practitioner - provides guidelines to safely manage a student's asthma or anaphylaxis - considered to be medical authorisation when signed		
D. Other written instructions from the prescribing health practitioner		- considered to be medical authorisation when signed - could be a medication order, written letter or email - needs to contain the same type of information found on a pharmacy label e.g. name, instructions, contact details		
E. Diabetes management plan		- developed by a prescribing health practitioner/diabetes treating team - provides guidelines to safely manage a student's diabetes - requires additional medical order/written instructions (D) for insulin administration, signed by a prescribing health practitioner to provide medical authorisation		
F. Record of administration of medication at school (routine medication)*		- allows staff to record administration of routine medication and to note any medication issues (1 medication per form) - allows for recording of up to 2 doses of medication per day - can be electronically amended if more doses required per day - prompts staff about best practice processes		

*These forms have been developed to comply with legislative requirements, and to identify and reduce known risks. Schools seeking to vary these forms should obtain advice from the State Schools Division.

DPSS Triage System



Hygiene etiquette – when I am sick whoever I am ...

- Stay at home, do not catch public transport.
- Do not have visitors.
- Wash my hands often with soap and water.
- Do not prepare food for others
- Do not share utensils, cups, dishes. Place them immediately in the dishwasher or wash separately after use.
- Clean and disinfect surfaces touched by someone with illness.
- Cover coughs with elbow.
- Carry tissues, use them once, and discard them carefully in a closed bin.
- Wear a mask near others.
- Have vaccinations on offer.

Managing excessive heat during the school day

- Reconsider outdoor activities, PE lessons
- Use the air conditioner at 24°
- Combine groups so staff get proper breaks
- Indoor lunch times
- Relocation to cooler areas
- Spray water
- Water to drink for hydration
- Health and wellbeing reminders for the team and students
 - Cool vehicles before boarding
 - Cool lunch storage
 - Look for symptoms of heat stress.

<http://education.qld.gov.au/schools/health/wellbeing-guidelines/heat.html>

http://www.bom.gov.au/infothermal_stress/index.shtml

http://www.sport.unimelb.edu.au/images/ClubResources_47_1218144596.pdf

<https://www.qld.gov.au/emergency/dealing-disasters/heatwave>

<https://worksafe.qld.gov.au/education/articles/heat-stress-at-school>