

Substance Management Plan (Medications)

Purpose:	To satisfy its legislative obligations under the Medicines and Poisons Act 2019 (Qld) and Medicines and Poisons (Medicines) Regulation 2021 (Qld) , Peace Lutheran Primary School is required to have a Substance Management Plan (SMP) in place that shows how risks associated with buying, possessing, administering and disposing of medications held at the school are managed.		
Scope:	All staff who administer or supervise administration of medications of students at Peace Lutheran Primary School		
	This SMP applies to the following staff who administer medication to students and/or supervise students who may require emergency first aid medication:		
	Responsible Person	Health Support Staff	First Aid Officers
	Candice Manteuffel*	Theresa Zischke* Melanie Rose*	All school staff
<i>Those with access to locked storage locations are marked with an *.</i>			
Status:	Approved	Replaces: NEW	
Authorised by:	Executive Team	Date of Authorisation: 13 October 2022	
References:	<p>Legislation and Associated Information</p> <ul style="list-style-type: none"> • <i>Medicines and Poisons Act 2019 (Qld)</i> • <i>Medicines and Poisons (Medicines) Regulation 2021 (Qld)</i> • <i>Queensland Health Department Standard Substance Management Plans for Medicines – version 1</i> <p>School Policies and Related Documents</p> <ul style="list-style-type: none"> • School First Aid Procedure • Administration of Medications Procedure PLPS • Guidelines for the administration of medication PLPS 		
Review Date:	Every 5 years	Next Review Date: October 2027	
Policy Owner:	Business Manager		

Purpose

This SMP assists the school 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 medications authorised by prescribing health practitioners for specific students;
- ensure that medications provided to the school to administer are in the correct (scripted) packaging, correctly labelled and within its expiry date.

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.

Responsibilities

Principal/delegate:

- Develop and maintain the school's SMP.
- Ensure that the appropriate resources are provided for the application of this SMP.

Staff who administer medication to students and/or supervise students who may require emergency first aid medication:

- Have knowledge of the school's SMP.
- Administer medication to students and/or supervise students who may require emergency first aid medication in accordance with the school's SMP.

Parents/Carers:

- Provide information to the Principal/delegate about the student's health condition/s including written information from qualified health practitioners, at enrolment or on diagnosis, and provide updated information when any information changes.
- Submit the appropriate documentation signed by the parent/carer when requesting the school to administer medication to the student and/or supervise the student for self-administration of medication.
- Ensure that enough well-maintained equipment, in-date medication and consumables, labelled clearly with the student's name, are supplied.

Actions Required

REQUIREMENT	ACTIONS REQUIRED
<p>BUY (S.3 of the SMP Standard)</p> <p><i>NOTE: The only purchase of medication that school personnel will make is the purchase of emergency first aid medication for the first aid kits.</i></p>	
<p>3.1 Purchase orders for medicines are made by appropriate persons or their delegates</p>	<ul style="list-style-type: none"> ✓ The Responsible Person is responsible for purchasing medicines for use within the school sick bay and first aid kits. ✓ Medicines available need to be relevant to the medical requirements of the school. ✓ Purchased medicine should meet one of the requirements below: <ul style="list-style-type: none"> • required for the management of illness/injury in students/staff; • necessary for first aid response/facilities; • used for the initial treatment of injuries due to school related incidents; • required for response to potential emergency situations. ✓ A purchase Requisition order must be raised and approved by the Business Manager for all medications purchased. ✓ Emergency first aid medication is only purchased by Principal/delegate/staff member with relevant first aid training.
<p>3.2 The stock received is secure and fit for purpose</p>	<ul style="list-style-type: none"> ✓ Principal/delegate has implemented a schedule to monitor the contents of the first aid kit and other first aid resources. ✓ The Responsible Person is responsible for ensuring the kit, contents and other equipment are complete, in-date and in working order.
<p>3.3 Incidents, including potential incidents, related to buying medicines are deterred, identified and reported in a timely manner</p>	<ul style="list-style-type: none"> ✓ The school follows the <i>First Aid Procedure</i>.

REQUIREMENT	ACTIONS REQUIRED
POSSESS (S.4 of the SMP Standard)	
4.1 Medicines are only accessible and possessed by appropriate persons	<ul style="list-style-type: none"> ✓ Principal/delegate identifies staff to be involved in the administration of medication to students. The staff identified are responsible for issuing & storing medicines in accordance with this plan and the Medicines and Poisons (Medicines) Regulation 2021 (Qld). ✓ Principal/delegate and relevant staff undertake first aid training which incorporates the use of asthma inhalers & injectors.
4.2 Medicines are stored in secure and appropriate storage	<ul style="list-style-type: none"> ✓ Principal/delegate has established medication storage procedures referring to Administration of medications procedure PLPS. ✓ Staff administering medication follow the Administration of medications procedure PLPS. ✓ Staff receiving medication supplied to the school check it is in the original container and the packaging is intact referring to the Administration of medications procedure PLPS. ✓ All medications are kept in accordance with the manufacturer's labelling in a secure place, inaccessible to unauthorised staff, students and the public. ✓ A medication inventory is maintained by the Responsible Person, which will be used to monitor medications managed by the sick bay including stock levels, expiry dates and frequency of use. A routine monthly stock rotation and monitoring of expiry dates must be in place.
4.3 Recording and keeping of information enables traceability of medicines	<ul style="list-style-type: none"> ✓ The school uses the consent form and record sheets as provided in the First Aid Procedure. ✓ Parents/carers are advised of documentation requirements (eg. on the school website, in posters or information sheets). ✓ Parents/carers are advised to provide and collect medication in person at the school office (see Administration of medications procedure PLPS).

REQUIREMENT	ACTIONS REQUIRED
	<ul style="list-style-type: none"> ✓ Emergency first aid medications in first aid kits are monitored and recorded by the responsible person. ✓ Student records are managed according to the Administration of medications procedure PLPS. ✓ Incoming stock is recorded in a purchase requisition approved by the Business Manager including the following information: <ul style="list-style-type: none"> • date of purchase; • purchase order number; • name, strength and quantity of scheduled medication/s; • balance of stock on hand of scheduled medication/s.
4.4 There is compliance with relevant School Standards	<ul style="list-style-type: none"> ✓ S8 medication (controlled drugs) will be securely stored in the following locked location/s when not being administered: <ul style="list-style-type: none"> - PLPS sick bay storage area (see Administration of medications procedure PLPS).
4.5 Incidents, including potential incidents, are deterred, identified and reported in a timely manner	<ul style="list-style-type: none"> ✓ The school participates as required in school audits. ✓ Staff will notify the Principal/delegate if medication has been stolen, lost or diverted; and the Principal/delegate is to contact police if S8/controlled drugs are involved (see Administration of medications procedure PLPS). ✓ Incidents will be reviewed, investigated and corrective actions taken (see Administration of medications procedure PLPS). ✓ Where theft/misuse is identified as a risk, parents/carers will be encouraged to provide medication packaged in dose administration aids (see Administration of medications procedure PLPS).
ADMINISTER (S.8 of the SMP Standard)	
8.1 Medicines are only administered by persons who are competent to administer medicines in the circumstances	<ul style="list-style-type: none"> ✓ All medication will be administered in accordance with the advice of the student's prescribing health practitioner (or as an emergency response) (see Administration of medications procedure PLPS).

REQUIREMENT	ACTIONS REQUIRED
	<ul style="list-style-type: none"> ✓ Responsible person and health support staff are trained in administering medications as relevant to their roles. ✓ Staff who supervise students are offered first aid training as needed (see Administration of medications procedure PLPS). ✓ Staff can refer to the Administration of medications procedure PLPS. ✓ Staff use the Administration of medications procedure PLPS record forms, as they instruct staff to: <ul style="list-style-type: none"> ○ refer to all information when administering medication; ○ seek confirmation from the Principal/delegate before administering non-emergency 'as-needed' medication if the school is unaware of when the medication had last been administered. ✓ Parent permission must be obtained prior to administering medication to a student, sourced by TASS Medical notes recorded by the Parent/Carer or by consultation of the Parent/Carer. Parents/Carers must update TASS medical information annually, or if changes occur in the student's health requirements.
8.2 Records are kept of medicines administered	<ul style="list-style-type: none"> ✓ Responsible officers and health support staff prepare documentation and accurately record administration of medication on hard copies of the record forms (see Administration of medications procedure PLPS). ✓ Staff follow the documentation, recording and reporting processes outlined in the Administration of medications procedure PLPS. ✓ Parents/carers will be advised of documentation requirements ie. information for parents/carers and health practitioners or documents that the school requires to administer medication. ✓ Documentation is stored securely.
8.3 Incidents, including potential incidents, are deterred, identified and	<ul style="list-style-type: none"> ✓ All staff will report any non-compliance with the Administration of medications procedure PLPS to the Principal/delegate.

REQUIREMENT	ACTIONS REQUIRED
reported in a timely manner	<ul style="list-style-type: none"> ✓ The principal will review, investigate and implement corrective and preventative actions for work-related incidents according to the Administration of medications procedure PLPS. ✓ Responsible person and health support staff will notify the Principal/delegate if a medication error occurs or if medication is lost/stolen/diverted (see Administration of medications procedure PLPS). ✓ When an incident occurs, staff will follow the Administration of medications procedure PLPS.
DISPOSE (S.9 of the Standard)	
9.1 Medicine waste is disposed of appropriately by appropriate persons	<ul style="list-style-type: none"> ✓ Parents/carers will be advised to collect unused medication when no longer required or expired. ✓ Responsible officers and health support staff will be advised of the disposal requirements for medication (see Administration of medications procedure PLPS). ✓ Disposing of unwanted/expired medicine/s includes: ✓ *Schedule 2,3,4 Medicines – Consult the disposal directions on the SDS. If the medicine is in small quantities disposal of with clinical waste, or return to parent/carer if student scripted. ✓ *Schedule 8 Medicines – Consult the disposal directions on the SDS. Return the medicine to the pharmacist for disposal, or to the Parent/Carer of the student that the medication is scripted to. Record the return/disposed medication into the student medication advice form with 2 staff signing the documentation to a 'zero balance'.

Communication

The Substance Management Plan is published on the school website and communicated to staff (annually) via email.

Review

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.