

# ADMINISTRATION OF ANALGESICS FOR STUDENTS PROCEDURE

*This procedure must be read in conjunction and interpreted in line with the* [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and[*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)

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## OVERVIEW

This procedure describes the arrangements for the administration of analgesics within a first aid context for school students. Workers and others, as consenting adults, are responsible for the management and administration of their own medications.

## RATIONALE

The directorate manages the provision of analgesics in accordance with the [*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) to comply with the [*Medicines, Poisons and Therapeutic Goods Act 2008*](http://www.legislation.act.gov.au/a/current/m.asp), the [*Children (Education and Care Services) National Law (NSW) No 104a*](http://www.legislation.act.gov.au/a/2011-42/default.asp), and the [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N)*.*

Analgesics must be managed carefully and in accordance with policy and procedure as they can cause illness or cause permanent injury or fatality.

## DEFINITIONS

**ACTPS** is the ACT Public Sector or Service.

**Analgesics** are medications used for pain relief. Examples include paracetamol or ibuprofen tablets and capsules.

**Executive** is a term that includes executives, school principals, managers and supervisors.

**Worker** includes directorate employees, volunteers, students gaining work experience and others including contractors and sub-contractors.

## PROCEDURES

**Roles and responsibilities**

* + 1. The responsibilities of the Director-General, executives including school principals, managers, supervisors and workers are set out in the [*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf)and articulated in the ACTPSpolicy[*Work Health and Safety Act 2011-Responsibilities* WHS-03-2013](http://www.cmd.act.gov.au/employment-framework/wpsafety/WHSPolicies) (ACTPS responsibilities).

* + 1. Key responsibilities as they relate to the management of analgesics are outlined below and should be read in conjunction with the ACTPS responsibilities and the [*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.*
    2. **Director-General**

* + - 1. The Director-General will exercise due diligence to ensure that work environments are safe and healthy for workers, students and others and that the directorate complies with the ACTPS policy [*First Aid in the Workplace WHS-04-2013*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf) In the context of the provision of analgesics, due diligence means taking all reasonable steps to ensure:
* systems are in place that facilitate consultation with workers and parents and carers when decisions are made about the provision of analgesics and administration
* a risk management approach is used to identify and adequately resource the administration or non-administration of analgesics
* a system of regular monitoring of safe practices, procedures and controls in relation to analgesic administration is implemented
* appropriately trained personnel administer the provision of analgesics.
  + 1. **Executive** 
       1. Executives will exercise due diligence in assisting the Director-General with their obligations including implementing the ACTPS and directorate first aid policies and procedures. In the context of the administration of analgesics in schools this includes:
* consulting with workers, parents and carers regarding decisions about the provision of analgesics and administration requirements
* using a risk management approach to identify and adequately resource the administration or non-administration of analgesics at their workplace
* implementing a system of regular monitoring through annual review of safe practices, procedures and controls in relation to analgesic administration
* ensuring appropriately trained personnel administer analgesics
* ensuring workers are inducted to the requirements of the provision of analgesics and their secure storage
* ensuring secure storage systems are in place
* ensuring in-confidence record keeping of the administration of medications is in place
* ensuring medications are administered only with explicit parent or carer permission and in accordance with dosage requirements and the requirements set out in this procedure.
  + 1. **Workers**
       1. ACT Government workers have a responsibility to ensure that while at work they:
* take reasonable care for their own health and safety, including not taking any action in relation to the administration or storage of analgesics that may adversely affect the health and safety of another person
* comply with the ACTPS and directorate first aid policies and first aid records management and administration of analgesic procedures. This includes taking all reasonable steps to:
  + participate in consultation and risk management processes relating to the provision of analgesics
  + report any hazards
  + undertake first aid induction and training as required
  + strictly observe dosage instructions on containers for personal use of analgesics
  + ensure supply and secure storage of personal analgesic medications.

**Providing analgesics to students**

* + 1. **Parent permission**
       1. Analgesics must not be administered to students without the written permission of the parent or carer. This approval must be given on the [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html).
    2. **Prior to administering an analgesic**
       1. Check that parental or carer permission has been given for the provision of analgesics on the [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
       2. In primary schools, explicit permission from parents or carers must be obtained by phone prior to administering analgesics.
       3. First aid officers should ascertain if, and if so, what analgesic and when the student was last administered a dose of that analgesic. Students should not be administered the analgesic before the next dose is due.
    3. **Administering an analgesic**
       1. Analgesics should be administered from a central location and should not be available without the supervision of a first aid officer.
       2. The analgesic must be administered from its original container, bearing the original label and instructions, and before the expiry or use by date. The medication must be administered in accordance with any instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner. The following must be checked by a person other than the person administering the medication:
* the dosage of the medication to be given
* the identity of the child to whom the medication is being given.
  + - 1. One dose only of the prescribed dosage, as per the product information, should be given. Analgesics are best given with fluids. If pain persists or analgesics are needed more than 3-4 hourly, the student should return home and advice sought from a medical practitioner.
    1. **Self administration of analgesics**
       1. First aid officers may decline to administer analgesics to any student, particularly at senior secondary level, regardless of parental permission.
    2. **Storage of analgesic**
       1. First aid officers should ensure that where analgesics are kept, they are stored in a secure location other than in the first aid kit and that due care and control is maintained over their storage and administration.

**Training**

* + 1. The supervision of administration of analgesics and records management requirements for administration of this medication must be undertaken by a trained first aid officer. These requirements are outlined in the [*First Aid Training Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.* .

**Continuous improvement processes**

* + 1. Annual review of secure storage and administration processes should be undertaken with the Health and Safety Representative and leadership team. [*The Schools and Office Risk Register*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/risk-management-planning.html)should be reviewed, with any additional controls noted and changes to work practices implemented.

Records management

* + 1. First aid records must be kept in accordance with the [*First Aid Record Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)in order to meet the requirements of the [*Territory Records Act 2002*](http://www.legislation.act.gov.au/a/2002-18/) and Territory privacy principles outlined in the [*Information Privacy Act 2014.*](http://www.legislation.act.gov.au/b/db_49298/default.asp)
    2. First aid officers, are required under the[*Children (Education and Care Services) National Law (NSW) No 104a*](http://www.legislation.act.gov.au/a/current/e.asp) and [*National Regulation*](http://www.legislation.nsw.gov.au/#/view/regulation/2011/653) to keep accurate records of the administration of medication, including analgesics. This record should include:
* the name of the student
* the authorisation to administer medication (including, if applicable, self- administration), signed by a parent or carer or a person named in the student’s enrolment record as authorised to consent to administration of medication
* the name of the medication
* the time and date the medication was last administered
* the time and date, or the circumstances under which, the medication should next be administered
* the dosage of the medication
* the manner in which the medication was administered. If the medication is administered to the student:
  + the dosage that was given
  + the manner in which the medication was given
  + the time and date the medication was given
  + the name and signature of the person who administered the medication
  + the name and signature of another person who is required under the [*National Regulation no. 95*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0) to check the dosage and administration.
    1. Further information about recordkeeping procedures including registration, storage and disposal is available on [Index](https://index.ed.act.edu.au/corporate-support/records-management.html).

**Complaints**

* + 1. Where there are concerns regarding any first aid procedure or concerns about their application, workers should:
* contact the school principal or People and Performance in the first instance
* contact the directorate Liaison Unit
* access the [*Complaints Policy*](http://www.det.act.gov.au/contact_us), which is available on the directorate’s website.

## PROCEDURE OWNER

* 1. Director, People and Performance
  2. For support in relation to this procedure contact People and Performance on

ph: 6205 9202.

## RELATED DOCUMENTS

* 1. The following documents must be read in reference to the information provide in this procedure document:

ACTPS related links:

* [*First Aid Policy WHS-04-2013*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf)*.*

Directorate policy and procedures:

* [*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid Record Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)

SafeWork Australia – [*Model Code of Practice - First Aid In the Workplace*](http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/first-aid-in-the-workplace)