



Substance management plan (Medications) – Burnett Heads State School

This substance management plan (or SMP) assists our 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.

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 this plan is a requirement of the [Medicines and Poisons Act 2019 \(Qld\)](#) and the Department of Education's [Administration of medications in schools procedure](#).

Date of SMP commencement:	23/01/2024
Version number:	1
Name of principal:	Kym Childs
Date of review:	
Reason for review:	
Reviewed by:	

REVIEW PROCESS:

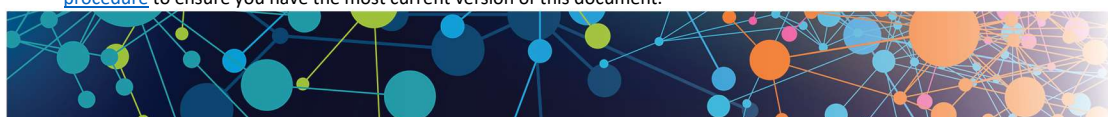
This SMP will be reviewed as frequently as necessary to maintain currency and effectiveness. At a minimum, this plan will be reviewed 5 years after its date of commencement, or sooner following a review incident. Following review, the version number will change (i.e. for minor amendments by increasing the decimal figure (e.g. from 1.0 to 1.1), and for major amendments increasing to the next whole number e.g. from 1.1 to 2.0).

SHARED WITH:

Staff have been made aware of the SMP by email dated **30/04/2024**. Ongoing access to this SMP is available on share point and paper copy is in the medication folder located in administration.

REFERENCES:

- [Administration of medications in schools procedure](#) (AOM procedure) and [guidelines](#).
- [Queensland Health Departmental Standard Substance Management Plans for Medicines – version 1.](#)





This SMP applies to the following staff:

Assigned officers and Health support staff (listed in the table below).

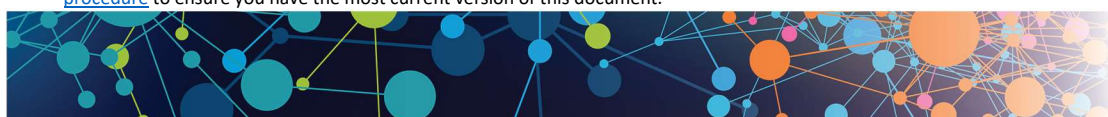
- ✓ Staff who administer medication to students. Those with access to locked storage locations are **highlighted**/marked with an *)

First aid officers (listed in table below)

- ✓ Staff who supervise students i.e. teachers of students who may require emergency medication; and
- ✓ Staff who are trained to administer the school's emergency first-aid medication (i.e. asthma relievers and adrenaline auto-injectors)

Assigned officers	Health support staff	First aid officer/s
<ul style="list-style-type: none"> • Kaye Standfast • Paula Dodd • Emily Tibbey • Kym Childs 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • All staff are trained in this process yearly.

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. For this section, refer to the Managing first aid in the workplace procedure.</i></p>	
3.1 Purchase orders for medicines are made by appropriate persons or their delegates.	<ul style="list-style-type: none"> ✓ Emergency first aid medication is only purchased by principal/delegate/staff member with relevant first aid training.
3.2 The stock received is secure and fit for purpose.	<ul style="list-style-type: none"> ✓ Principal has implemented a schedule 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.
3.3 Incidents, including potential incidents, related to buying medicines are deterred, identified and reported in a timely manner.	<ul style="list-style-type: none"> ✓ The school follows the Managing first aid in the workplace procedure.
<p>POSSESS (S.4 of the SMP Standard)</p>	
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 (see AOM procedure: <i>Responsibilities</i>). ✓ Principals and relevant staff undertake Administration of medications in schools training.
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 Guidelines: <i>Appendix 1: Considerations for storage of medications</i> (see AOM procedure: <i>Process and Guidelines: Storage</i>) ✓ Staff administering medication follow the Guidelines: <i>Appendix 2: 7 RIGHTS of safe medication administration in schools</i>.





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	<ul style="list-style-type: none"> ✓ Staff receiving medication supplied to the school check it is in the original container and the packaging is intact (see Guidelines: 4.2 <i>Original container and intact packaging</i>).
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 AOM procedure: <i>Supporting information</i>. ✓ Parents/carers are advised of documentation requirements (e.g. 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 Guidelines: <i>Section 4 Receipt and transport of medications</i>). ✓ Emergency first aid medications in first aid kits are monitored and recorded by the first aid officers. ✓ Student records are managed according to the departmental Records management manual.
4.4 There is compliance with relevant Departmental Standards i.e. Secure storage of S8 medicines (Page 9)	<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"> - LSB room lockable cupboard located in administration (see Guidelines: <i>Appendix 1: Considerations for storage of medications</i>).
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 AOM procedure: <i>Process</i>). ✓ Incidents will be reviewed, investigated and corrective actions taken (see AOM procedure: <i>Process</i>). ✓ Where theft/misuse is identified as a risk, parents/carers will be encouraged to provide medication packaged in dose administration aids (see Guidelines: <i>Section 6 Storage</i>).
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 AOM procedure: <i>Purpose</i>). ✓ Assigned officers and health support staff are trained in administering medications as relevant to their roles (see AOM procedure: <i>Responsibility</i>). ✓ Staff who supervise students are offered first aid training as needed (see AOM procedure: <i>Responsibility</i>). ✓ Staff can refer to the Department of Education's OnePortal site for video and print resources e.g. 7 RIGHTS of safe medication administration. ✓ Staff use the AOM procedure's 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 before administering non-emergency 'as-needed' medication if the school is





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	unaware of when the medication had last been administered.
8.2 Records are kept of medicines administered.	<ul style="list-style-type: none"> ✓ Assigned officers and health support staff prepare documentation and accurately record administration of medication on hard copies of the record forms (see AOM procedure: <i>Responsibility</i>). ✓ Staff follow the documentation, recording and reporting processes outlined in the AOM procedure. ✓ Parents/carers will be advised of documentation requirements e.g. Information for parents/carers and health practitioners or Documents that the school requires to administer medication. ✓ Documentation is stored securely (see Guidelines: <i>Appendix 2: 7 RIGHTS of safe medication administration in schools</i>).
8.3 Incidents, including potential incidents, are deterred, identified and reported in a timely manner.	<ul style="list-style-type: none"> ✓ All staff will report any non-compliance with the AOM procedure to the principal/delegate. ✓ The principal will review, investigate and implement corrective and preventative actions for work-related incidents according to the Health, safety and wellbeing incident management procedure (see AOM procedure: <i>Process</i>). ✓ Assigned officers and health support staff will notify the principal/delegate if a medication error occurs or if medication is lost/stolen/diverted (see AOM procedure: <i>Responsibility</i>). ✓ When an incident occurs, staff will follow the Guidelines: <i>Appendix 5: Responding to medication side effects, errors and incidents</i> and <i>Appendix 6: Recording actions following medication side effects, errors and incidents</i>.
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. ✓ Assigned officers and health support staff will be advised of the disposal requirements for medication (see AOM procedure: <i>Process & Guidelines - Section 7: Disposal</i>)

