## Process for principals: Staff training in the administration of medications

Read this in conjunction with the [*Administration of medications in schools procedure*](https://ppr.mpe.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure).

Principals need to ensure staff are provided with appropriate training.

**Note:** The following processes may be delegated by the principal to other senior management staff e.g. deputy principal, head of department.

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### For routine medications

1. Allocate sufficient time for assigned officers to complete the *Administration of medication in schools* online training course, available on the [QLearn](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/trainingdevelopment/staff-learning-course-catalogue) (DoE employees only), which they may consider as part of their [performance development process](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/performance/Pages/Developing-Performance-Framework.aspx) (DoE employees only).

### For emergency first-aid medications

To ensure the safety of students requiring emergency first aid medication:

1. Determine the number of students identified in the school with asthma and at risk of anaphylaxis and which classes they are in.
2. Use the student data to ensure sufficient staff are trained:
	* considering the full school routine, the learning and playground environments, specialist classes, and staffing arrangements when relief teachers are supervising;
	* by reviewing the training register to determine which staff who supervise these students have current training in administering emergency first aid medication.
3. Arrange and recommend training to all staff in asthma and anaphylaxis management, including practical training in administering asthma relievers and adrenaline auto-injectors, to build confidence in using them.
4. Advise all staff:
	* that delays in administering emergency first aid medication (e.g. to locate a trained officer to provide first aid) may result in the student's deterioration or death, and therefore:
		+ emergency first aid medication is to be given by the first available staff member regardless of whether or not the staff member has current first aid training
		+ follow the advice on the relevant Action Plan and from emergency services.
	* of indemnity and legal assistance, in accordance with the [Queensland Government Indemnity Guideline](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/queensland-government-indemnity-guideline).

### Medications required as part of a health support procedure

1. Ensure that health support staff:
	* undergo [health support needs](https://ppr.mpe.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure) training, assessment and ongoing support provided by the [State Schools Registered Nurse](http://education.qld.gov.au/studentservices/learning/disability/specialists/eqns/index.html) (SSRN) or other qualified health practitioner to perform health support procedures that involve administering medication in accordance with students’ health plans;
	* who supervise students who self-administer medication by injection or injecting pump are provided with training by a qualified health practitioner
	* are familiar with relevant requirements of the [Guidelines for the administration of medications in schools](https://ppr.mpe.qed.qld.gov.au/attachment/guidelines-for-the-administration-of-medications-in-schools.docx) that support their training.
2. Contact [Regional Office](https://education.qld.gov.au/contact-us/state-schools-regional-contacts) to determine alternative local solutions where there is insufficient health support staff available or willing to administer specific medications as part of a student’s health support procedure.