## Prescription Drug Administration To Students | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Prescription Drug Administration To Students**

| | | | |
|---|---|---|---|
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | Email: | |

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

| | | |
|---|---|---|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

| | | |
|---|---|---|
| Full Name: | Title: | Phone: |

| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED | NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS |
|---|---|
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, second to communicate those hazards and then to further take steps to either eliminate or control each hazard. | |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | |

## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | SCOPE OF WORKS |
|---|---|
| Client: | |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date SWMS supplied to Project Manager: | |

## ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

| | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters | ☐ is carried out on or near pressurised gas mains or piping |
| ☐ is carried out on a telecommunication tower | ☐ is carried out on or near chemical, fuel or refrigerant lines |
| ☐ involves demolition of an element of a structure that is load-bearing | ☐ is carried out on or near energised electrical installations or services |
| ☐ involves demolition of an element related to the physical integrity of a structure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asbestos | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that requires temporary support to prevent collapse | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| ☐ is carried out in or near a confined space | ☐ is carried out in an area of a workplace where there is any movement of powered mobile plant |
| ☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |

## ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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## RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HEIRARCHY OF CONTROLS |
|---|---|---|---|---|---|---|---|---|
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCE... | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befor work starts. | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | ...nitor and k... records | |

**Hierarchy of Controls:**
- **Elimination** — Remove the hazard.
- **Substitution** — Replace the hazard.
- **Isolation** — Isolate People from the hazard.
- **Engineering** — Isolate the hazard.
- **Administrative** — Change the work.
- **PPE**

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre... when con...lling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ...ird most ef...tive, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equ...ment) ... the least effective method.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)
### Select the appropriate PPE abo... suitable for the equipment used or the job task being performed (if applicable).

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | E... PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Other PPE Required:

| Permit or Licenses Requirements | Mandatory Qualifications and Training |
|---|---|
| | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Contaminated surface, Misidentification of medication | 3H | - Implement rigorous cleaning protocols to disinfect surfaces where medications are handled.<br>- Store all medications in their original containers with clear, legible labels to avoid misidentification.<br>- Use personal protective equipment, such as gloves, when handling medications to prevent contamination.<br>- Conduct regular training sessions for staff on correct identification and handling of prescription drugs.<br>- Install secure storage areas with restricted access to ensure only authorised personnel can handle medications.<br>- Employ a double-check system where two staff members verify the medication and dosage before administration.<br>- Create a detailed log system to track medication administration, including date, time, student, and responsible staff member.<br>- Display clear, well-maintained signage in medication-handling areas to remind staff of hygiene practices.<br>- Implement a policy requiring staff to wash hands thoroughly before and after handling any medications.<br>- Label areas designated for medication preparation clearly and maintain them free from clutter and unrelated materials.<br>- Review and update emergency protocols regularly to manage incidents of cross-contamination or medication errors swiftly. | 2M |
| 2. Checking Medication | Incorrect drug dispensing, Expired medication usage | 4A | - Verify the student's identity by checking their school ID or any official document.<br>- Cross-check the medication label with the doctor's prescription details before administration.<br>- Ensure all staff administering the medication have completed appropriate training in medication handling and management.<br>- Use a two-person verification system, where another staff member double-checks the medication and dosage before it is given to the student.<br>- Maintain an up-to-date register or logbook that records each medication administration, including date, time, dosage, and name of the administering personnel.<br>- Regularly update training for staff on recognising and preventing dispensing errors.<br>- Implement a colour-coded system for medication storage to minimise confusion related to similar packaging.<br>- Store medications in a secure, clearly labelled cabinet accessible only to authorised personnel.<br>- Regularly audit medication expiry dates and dispose of expired medications following proper safety procedures. | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
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| | | | - Provide clear, written instructions for each medication stored at the workplace, including possible side effects and emergency contact numbers.<br><br>- Establish a protocol for verification calls to healthcare providers when there's a doubt about prescription details.<br><br>- Schedule routine reviews of medication management policies and update them according to current best practices and regulations.<br><br>- Use pharmacy-prepped blister packs or individual dose packaging to reduce errors due to bulk dispensing.<br><br>- Communicate any potential discrepancies or concerns regarding medications immediately to supervisors or healthcare professionals. | |
| 3. Versifying Student's Identity | Incorrect student identification, Breach of privacy | 3H | - Verify the student's identity using a photo ID, such as a student card or driver's licence, to ensure the medication is given to the correct individual.<br><br>- Implement a double-check system where two authorised staff members independently verify the student's identity before administering medication.<br><br>- Maintain a current and accurate list of students authorised to receive medications, including up-to-date photos for verification purposes.<br><br>- Use secure electronic systems to access student information, ensuring only authorised personnel can view sensitive data.<br><br>- Train staff on privacy laws and establish protocols to protect student information, ensuring compliance with privacy legislation.<br><br>- Establish a confidential communication process with parents or guardians to confirm consent and distribution instructions for each student's medication.<br><br>- Conduct regular audits of identification and medication administration procedures to identify and correct any potential privacy breaches.<br><br>- Implement clear labelling on medication containers with student names and identification details to minimise the risk of confusion.<br><br>- Use a private area for administering medications to prevent unauthorised individuals from overhearing or viewing sensitive information.<br><br>- Keep all documentation related to medication administration securely stored, with access restricted to authorised personnel only.<br><br>- Conduct regular training sessions for staff to reinforce the importance of verifying identities and protecting student privacy.<br><br>- Install surveillance systems around medication storage and administration areas to monitor for compliance with identification protocols.<br><br>- Create an incident report procedure for any cases of incorrect identification or privacy breaches to ensure they are addressed appropriately. | 1L |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Encourage open communication among staff to discuss uncertainties or issues when verifying identity and handling sensitive information. | |
| 4. Administering Medication | Choking hazard, Adverse reaction to medication | 4A | | 3H |
| 5. Recording Medication Administration | Inaccurate paperwork, Miscommunication risk | 3H | | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|  |  |  |  |  |
| 6. Rechecking Medication Inventory | Missing medication, ... ...nce in inventory | 3H |  | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 7. Clean-up Post Administration | Cross contamination, Biohazardous waste disposal | 3H | | 1L |
| 8. Communicating with Parents/Guardians | Miscommunication, Delay in reporting adverse reactions | 3H | | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | | RR |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | | RESIDUAL RISK |
|  |  |  |  |  |  |
| 9. Re-evaluation of Student's Health | Observation error, Missed symptoms | 4A |  |  | 2M |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | | RR |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | | RESIDUAL RISK |
| | | | | | |
| 10. Training Staff | Inconsistent training, Exposure to lack of knowledge | | | | 2M |
| 11. Confidentiality Maintenance | Data leak, Unauthorised access to student information | 3H | | | 1L |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | | RR |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | | RESIDUAL RISK |
| | | | | | |
| 12. Regular Review and Updates to Protocols | Outdated procedures, Non-compliance to updated regulation | 3H | | | 1L |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | | RR |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | | RESIDUAL RISK |
| 13. Severe Allergic Reaction Management | Inadequate emergency medication, Panic situation handling | 4A | | | 3H |
| 14. Reporting and Monitoring Adverse reactions | Delay in reporting, Inadequate monitoring systems | 4A | | | 3H |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | | RR |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | | RESIDUAL RISK |
| | | | | | |
| 15. Audit and Compliance | Non-compliance to regulations, Error in audit process | 4A | | | 2M |

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| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| | | | | |
| | | | | |

| EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES |
|---|
| Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources. |

| LEGISLATIVE REFERENCES |
|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATES THAT ARE NOT APPLICABLE |

**Queensland & Australian Capital Territory**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

**New South Wales**
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-codes-of-practi

**Northern Territory**
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

**South Australia**
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

**Tasmania**
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

**Victoria**
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

**Western Australia**
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

**Safe Work Australia Links**
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| NAME |  |  |  |  |  |  |  |
| INITIALS |  |  |  |  |  |  |  |
| DATE |  |  |  |  |  |  |  |

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## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | COMMENTS |
|---|---|---|
| | | |
| The company details have been entered, including the project name and address. | ☒ | |
| All relevant personnel consulted during the development of the SWMS. | ☒ | |
| Name, signature, position and date signed of the person approving the SWMS. | ☐ | |
| Specific personnel and qualifications, experience is noted in the SWMS. | ☒ | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | ☒ | |
| Adequate risk assessment of any identified hazards has been completed. | ☒ | |
| Foreseeable hazards are identified and documented for each step. | ☒ | |
| Any hazards listed in any site risk assessments have been added to the SWMS | ☒ | |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed. | ☒ | |
| Check control measures added to the SWMS are the most effective selected. | ☒ | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | ☒ | |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | ☒ | |
| SWMS identifies plant and equipment to be used. | ☒ | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | ☒ | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | ☒ | |
| Applicable personal protective equipment is selected on the SWMS. | ☒ | |
| Reflects and documents any legislative references and/or Australian Standards. | ☒ | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | ☒ | |
| | | |

| REVIEWED BY | | DATE REVIEWED | |
|---|---|---|---|
| SIGNATURE | | DATE COMPLETED | |