

1. Rationale:

Teachers and schools are often asked by parents / carers to administer medication to their children while at school. It is important that such requests are managed in a manner that is appropriate. It ensures the safety and privacy of all students and staff and fulfils the legal duty of care.

2. Aims:

To ensure that medications are administered appropriately to students in our care including camps and excursions

3. Implementation:

- 3.1 Students who are unwell should not attend school. If a student becomes unwell at school the parent/carer will be contacted to collect their child.
- 3.2 All parent/carer requests for the administration of prescribed medications to their child must include a School Medication Authority Form completed by the parent/carer. All medication must be supported by specific written instructions/directions from the medical practitioner or pharmacist, including the name of the student, dosage and time to be administered.
- 3.3 All student medications must be in the original containers/ packing as supplied from the pharmacist and clearly labelled with child's name, dosage, and time to be administered. The quantity of medication must be confirmed and documented and be stored in the First Aid Room. **NO UNLABELLED MEDICATION WILL BE ADMINISTERED.**
- 3.4 **Administering medication** – The Principal or nominee must ensure that:
- The correct student receives their correct medication in the proper dosage via the correct method (such as inhaled or orally) at the correct time as indicated on the student's Medication Authority Form.
 - A log is kept of medicine administered either via COMPASS or in their individual medication log books.
 - Teachers or Casual Relief Teachers (CRT) in charge of students at the time their medication is required are to be informed that the students need to be medicated and so release their student from class to do so.
- 3.5 **Recording medication** - The Principal or nominee must ensure that:
- A medication log or an equivalent official medications register is used by the person administering the taking of medicine. Good practice is to have two staff members.
 - The person administering the taking of medicine checks the information noted on the medication log.
 - All completed Medication Authority Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be recorded on Compass and the original completed Medication Authority Form filed into the student's file by the school nurse / First Aid Officer.
- 3.6 **Storing medication**
- The Principal or nominee will put in place arrangements so that medication is stored:
 - securely to minimise risk to others
 - in a place only accessible by staff who are responsible for administering the medication
 - away from a classroom (unless quick access is required)
 - away from first aid kits
 - according to packet instructions, particularly in relation to temperature.
- 3.7 **Medication error**
If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.

2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the school in light of the incident.

3.8 Our school will not:

- store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury. These can be administered with the authorisation on advice from a medical practitioner.
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- allow use of medication by anyone other than the prescribed student.

Note: Only in a life-threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own reliever puffer is not readily available, one should be obtained and given without delay.

3.9 Schools can observe and document behaviours for the student's medical/health practitioner. However, it is not our role to:-

- interpret behaviour in relation to a medical condition.
- monitor the effects of medication.

3.10 Requests for medications to be administered by the school 'as needed' will cause the First Aid Officer to seek further written clarification.

3.11 Consistent with our Asthma policy, students who provide the school with an Asthma plan from their medical practitioner, may carry an asthma inhaler with them.

3.12 Students involved in excursions/camps will be administered prescribed medications by the First Aid Duty Officer in a manner consistent with the above procedures. All details are to be recorded on the official Medications Register or Student Medication Request forms (these must be filed as part of the excursion/camp process).

4. Evaluation:

- This policy will be reviewed as part of the school's ongoing policy and process review cycle.

References and Related Documents:

- DET School Policy Template portal <https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=22>
- DET Policy Advisory Library <https://www2.education.vic.gov.au/pal/medication/policy>
- DET Policy Advisory Library - Asthma <https://www2.education.vic.gov.au/pal/asthma/policy>
- Greenvale Medication Authority Form (see Appendix 1 attached)
- National Asthma Council Australia <https://www.nationalasthma.org.au/health-professionals/asthma-action-plans>
- School Asthma Management Plan

Policy Review and Approval:

Policy last reviewed	October 2024
Approved by	Principal
Next scheduled review date	October 2028 (every 4 years)

Medication Authority Form

For a student who requires medication whilst at school



For students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead.

For students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead.

Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: _____

Class: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical)	Dates
				Start date: ____ / ____ / ____ End Date: ____ / ____ / ____ <input type="checkbox"/> Ongoing medication
				Start date: ____ / ____ / ____ End Date: ____ / ____ / ____ <input type="checkbox"/> Ongoing medication

Medication Storage

Please indicate if there are any specific storage instructions for this medication. Parent will be contacted to collect medication once the end date has been reached or medication has expired. If expired medication is not collected school staff will dispose of expired medication safely.

To be stored in a refrigerator: Yes No

Medication delivered to the school

Please ensure that medication delivered to the school:

Is in its original package The pharmacy label matches the information included in this form.

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 7022 0856.

Authorisation:

Name of Parent/Carer

Signature: _____

Date: _____

If additional advice is required, please attach it to this form