

ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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PURPOSE

The purpose of this policy is to explain to parents/carers, students and staff the processes Richmond West Primary School will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

SCOPE

This policy applies to the administration of medication to all students. **It does not apply to:**

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY IMPLEMENTATION

The school is committed to taking all reasonable steps to provide a safe environment for students, including ensuring staff fulfil their duty of care in relation to any medication or medical procedures. Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. Richmond West Primary School will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

If a student requires medication, Richmond West Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Richmond West Primary School understands that students may need to take medication at school or during school activities. To support students to do so safely, Richmond West Primary School will follow the procedures set out in this policy.

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student. Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a [Student Health Support Plan](#):

The Health Plan will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

ADMINISTRATION OF MEDICATION POLICY



Medication Management Procedures

All medication to be administered at school must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered within its expiry date
- stored according to the product instructions, particularly in relation to temperature.

If necessary, the Principal may need to consult with parents/carers or medical practitioners to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Authority to administer

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (**available from the front office**) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

If a student needs to take medication while at school or at a school activity:

Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:

- the name of the medication required
- the dosage amount
- the time the medication is to be taken
- how the medication is to be taken
- the dates the medication is required, or whether it is an ongoing medication
- how the medication should be stored.

In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.

If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.

Administration of Medication

ADMINISTRATION OF MEDICATION POLICY



When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered. The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form (**available from the front office and school website**) has been completed so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
5. is informed that the student needs to receive their medication
6. if necessary, release the student from class to obtain their medication.

The School Medications Register will be completed by the person administering the medication (including at least two staff members):

- supervising the administration of medication
- checking the information noted on the medication log.

Richmond West Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at: [Administration of Medication](#)

Self-Administration

ADMINISTRATION OF MEDICATION POLICY



The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

Note: The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

- the medication does not have special storage requirements, such as refrigeration
- doing so does not create potentially unsafe access to the medication by other students

Storing Medication

Richmond West Primary School principal (or their nominee) will put in place arrangements to ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
 - a) securely to minimise risk to others
 - b) in a place only accessible by staff who are responsible for administering the medication
 - c) away from the classroom (unless quick access is required)
 - d) away from the first aid kit
 - e) according to packet instructions, particularly in relation to temperature.

For most students:

Richmond West PS will store student medication at the front office and/or first aid area. The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - a) the medication does not have special storage requirements, such as refrigeration
 - b) doing so does not create potentially unsafe access to the medication by other students.

Warning:

Richmond West Primary School **will not**:

- in accordance with Department of Education and Training policy, 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

ADMINISTRATION OF MEDICATION POLICY



- 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 student's parents, carers or health practitioner
- allow use of medication by anyone other than the prescribed student except in a life-threatening emergency.

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

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.

In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related School Policies

ADMINISTRATION OF MEDICATION POLICY



- Anaphylaxis Management Policy
- Asthma Management Policy
- Camps and Excursions Policy
- Child Safe Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Needle Stick Protocols Policy
- Yard Duty and Supervision Policy

Available from the school office:

- Medication Authority Form
- Student Health Support Plan
- Asthma and Anaphylaxis First Aid Kits

Related DET Resources

Policy and Advisory Library (PAL)

- [DET Medication Policy](#)
- [DET Anaphylaxis Policy](#)
- [DET Health Care Needs Policy](#)
- [DET Asthma Policy](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle, in response to any medical incident and/or if regulations change.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A
Next scheduled review date	February 2026