POLICY: ADMINISTRATION OF MEDICATION

PURPOSE:

To explain to parents/carers, students and staff the processes the school will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

AIMS:

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

IMPLEMENTATION:

Authority to administer

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
- Parents/carers should arrange for written advice to be provided by a student's treating medical/health practitioner and complete the *Medication at School* form.

Administering medication

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
- 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.
- If a student needs to take medication at school or during a school activity, the principal (or their nominee) will ensure that:
    - Medication is administered so that:
        - the student receives their correct medication
        - it is taken in the proper dose
        - it is via the correct method (for example, inhaled or orally)
        - it is given at the correct time of day
    - A log is kept of medicine administered to a student.
    - The teacher in charge of a student at the time their medication is required:
        - is informed that the student needs to receive their medication
        - if necessary, release the student from class to obtain their medication

STORING MEDICATION:

- The school nurse will put in place arrangements so that medication is stored in the First Aid room:
    - 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.
- 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:
        - 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

WARNING:

The **s**chool 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
- 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, for example if a student is having an asthma attack and their own puffer is not readily available.

REVIEW:

This policy will be reviewed in 2026

POLICY REVIEW AND APPROVAL:

Policy last reviewed	24/32/2026
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	March 2030