1. **Definitions**

1.1 Medication Authority Form – a form completed by parents/carers to specify any required medications (including the name of the medication, dosage, time intervals and storage information) to be administered to children while at school, on excursions and camps. (See attachment to this policy)

1.2 Medication Administration Log – a log completed by school staff (usually the school nurse) who are authorised to administer medication to students. Details captured include the day, time, medication type and dosage.

1.3 First Aid Officer - a staff member formally trained and certified in first aid.

2. **Purpose:**

2.1 To outline medication processes, procedures and protocols.

2.2 To ensure necessary information and requirements regarding medications are communicated to the school community.

2.3 To ensure that the school stores and administers medications correctly.

3. **Guidelines:**

3.1 The school will:

- ensure that teachers abide by their duty of care by assisting students or sending students to the school nurse to take their medication, where appropriate
- protect student privacy and confidentiality to avoid potential stigmatisation.

3.2 Ensure all medication to be administered is:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled with 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
- is recorded on the Medication Administration Log

3.3 The school will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bedtime.

3.4 Students who are unwell should not attend school or school related activities.

3.5 The school nurse, when on duty, will administer all medication and be responsible for processes related to administering medication, monitoring students who are unwell and contacting parents when a child needs to go home or seek medical attention.

*Medications Policy 2016*
3.6 A trained First Aid Officer, with Level 2 First Aid qualifications, will administer medication if the school nurse is unavailable.

3.7 Safety procedures must be followed when dealing with medicinal substances and contagious illnesses.

3.8 The school will not allow use of medication by anyone other than the prescribed student.

4. Implementation:

4.1 All parent/carer requests for administering medications to their child must be done via the Medication Authority Form provided by the school (available from the school office and school website).

4.2 For prescription medications, the Medication Authority Form is to be filled in correctly, including any specific written instruction from the medical practitioner or pharmacist, the name of the student, dosage and time to be administered.

4.3 All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked First Aid Cabinet or First Aid Refrigerator, whichever is most appropriate.

4.4 The school should 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

- 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. E.G. 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.

4.5 Requests for medications to be administered by the school ‘as needed’ will cause the school nurse or First Aid officer to seek further written clarification from the parents.

4.6 Classroom teachers will be informed by the school nurse or First Aid Officer of prescribed medications for students in their charge. Classroom teachers will ensure the release of students at prescribed times so that they may visit the school nurse or First Aid Officer to receive their medications.

4.7 Students involved in school camps or excursions will be administered prescribed medications by the designated First Aid Officer in a respectful manner, consistent with the above procedures, with all details recorded on the official Medications Register.

4.7.1 The medication and dosage will be checked and co-signed by the Teacher In Charge. Completed pages will be returned to the official Medications Register on return from the excursion to school.

4.8 Staff, students and parents will follow the guidelines for authorised and unauthorised drug use.

4.9 Authorised drug use
**Asthma medication**

- Parents must provide an Asthma Management Plan prepared by their doctor, for their child and present it to the school.
- Asthma sufferers will have asthma medication and spacer with them at all times.
- Nebuliser pumps will not be used by the school. Spacers and Ventolin puffers will be available in all areas of the school.

**Allergy Medication**

- Parents should provide an Allergy or Anaphylaxis Action Plan prepared by their doctor, for their child and present it to the school.
- Medication for allergy sufferers will be housed in the staffroom at all times. EpiPens or other adrenaline auto-injectors will be housed in the staffroom, except on days of intense heat, when they will be housed in the ICT server room.

**Prescribed Medication**

- To be stored and administered as per instructions on a Medication Authority Form (see 4.1 – 4.6)

**Analgesic Use**

- In recent years there has been considerable concern over the high level of analgesic use among Australian students.
- Where a child complains of a headache or muscular aches, the school will not administer paracetamol without first contacting the parents/guardians to seek their written permission (e.g. via an electronic device). Special circumstances apply to school camps. See Camps Policy.

### 4.10 Unauthorised Drug use

When under the school’s jurisdiction, students are not permitted to use any drug or to be under the influence of an illicit drug substance. Examples are given below:

- **Tobacco** – The school is a smoke free environment and students are not permitted to possess or use tobacco products.
- **Alcohol** - Students are not permitted to possess or consume alcohol.
- **Inhalants** – Students are not permitted to inhale or ingest a solvent or other toxic chemical.

### 4.11 Safety procedures

Safety procedures, consistent with first aid training, must be followed if dealing with the following:

- **Needles** - If used syringes are found within the school grounds, students must not touch them, but must alert a member of staff who will alert the Principal or delegate to remove them safely in a syringe disposal container.
- **Blood/body fluid** - Students should alert a staff member when a student is bleeding or vomiting so that the student and environment can be cleaned safely.

### 5. Review:

5.1 This policy will be reviewed annually as part of the school’s regular review cycle.

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This policy was last ratified by School Council on 22 November 2016

**Medications Policy 2016**
This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCIA): [http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment](http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment).

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

Name of School: __________________________________________

Student’s Name: _________________________________________ Date of Birth: __________________

MedicAlert Number (if relevant): ______________ Review date for this form: ____________

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:

<table>
<thead>
<tr>
<th>Name of Medication/s</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
</tr>
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</tbody>
</table>

☐ Ongoing medication

Start date: / / 
End Date: / / 

☐ Ongoing medication

Start date: / / 
End Date: / / 

☐ Ongoing medication

Start date: / / 
End Date: / / 

☐ Ongoing medication

Start date: / / 
End Date: / / 

Medication Storage

Please indicate if there are specific storage instructions for the medication:

--------------------------------------------------------------------------------------------------
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.

Self-management of medication
Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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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 96372670.

Authorisation:

<table>
<thead>
<tr>
<th>Name of Medical/health practitioner:</th>
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<tbody>
<tr>
<td>Professional Role:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Contact details:</td>
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</table>

<table>
<thead>
<tr>
<th>Name of Parent/Carer or adult/Mature minor***:</th>
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</thead>
<tbody>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
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</tbody>
</table>

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

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: Decision Making Responsibility for Students - School Policy and Advisory Guide).