



Administration of Medication

CONTEXT

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

AIM

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

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

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

- Children who are unwell should not attend school.
- Medications will only be administered if accompanied by specific medical instructions/Action Plan/ Medication Authority Form.
- A student is not permitted to commence the first dose of any new medication at school.

Authority to Administer

- All parent/ carer requests for the administration of medications for a child **must** be in writing, using a [Medication Authority Form](#) (may also require an emergency management plan). This **must be** accompanied by specific written instructions. Medication should be in original packaging and pharmacy label details should match the form.
- All completed Medication Authority Forms and details relating to students', prescribed medication, dosage and times of administering will be kept and recorded in a confidential Medications Register located in the school office.



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- Medications must be supplied in the original container, with a medication dosing aid (such as a medicine cup / syringe) if required, for administration. Parents/ carers should notify staff if medication requires special storage such as refrigeration.
- Unused / expired medications will be only returned to the parent or carer directly.

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. [Medication Authority Form](#)
- 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.
- The principal may need to consult with parents/carers 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).

Administering Medications

Administering

- Staff member/s must ensure as per Medication Authority Form is fully completed and follow instructions for administration as detailed on student's prescribed Medication Authority Form, Emergency Action Plan, Asthma Action Plan.
- Student's privacy and dignity should be maintained whenever possible whilst the administration of medication takes place.

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 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 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:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Self-administration

In some cases it may be appropriate for students to self-administer their medication. The principal may consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the principal decides to allow a student to self-administer their medication, the principal may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Specialised Procedures

Parents and carers of students that may require specialised administration procedures (eg: injections, enteral administration) are required to meet with the Assistant Principal to discuss the matter.

Staff may be required to undertake further training before providing care and additional equipment may be required.

Camps & Excursions

- A 'Camp First Aid Teacher' or 'Excursion First Aid Teacher' is designated for each camp / excursion, will have current level 2 first aid training and be responsible for medication and first aid.
- Medication and Medication Authority Forms should be provided to the Camp/Excursion Teacher in Charge or Camp/Excursion First Aid Teacher, well prior to the commencement of the event.



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- The 'Camp/Excursion First Aid Teacher' will ensure all medications, anaphylaxis/ asthma kits and equipment (Medical Action Plans, Medication Authority Forms etc.) for students attending with known medication requirements are taken on the camp /excursion.
- Details of medication administered is recorded on the Medication Authority Form. Completed pages are returned to the Medications Register on return of the excursion / camp to school by the 'Camp/ Excursion First Aid Teacher'.
- At the end of the Camp/ Excursion, unused / expired medications (student supply) will be returned only to the parent or carer directly.
- It is the responsibility of the 'Camp / Excursion First Aid Teacher' to ensure the above packed school/ student's school supply of medications, documentation and any equipment are returned and restocked as required upon return.

Storage of Medications

All medications must be in the original containers and must be labelled with the students' name, original medicine details (name, expiration date etc).

Storing medication

The principal (or their 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.

For most students, Donburn Primary School will store student medication in the first aid room.

A refrigerator medication is located in the staff room fridge and will be cleaned monthly by the First Aid Officer.

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

Donburn 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
- 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.

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.

Checking of Medication Expiry / Sourcing New Stock

It is the responsibility of the designated staff member to monitor the quantity and expiry of all medication school/ student provided. Major reviews should occur at the beginning of each year, each term and prior to the end of the school year.

Medication may be located in the first aid room, excursion/ camp bags, yard duty bags or in classrooms in special circumstances.

The designated staff member will arrange for replacement of expiring school stock medication and the return of expired medication to a Pharmacy for safe disposal.



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Medication Supply – Student (parent/carer) provided

The designated staff member will provide a notice to parents /carers to request further medication supply, approximately 1 month prior to the expiry of a medication.

It is the parent / carer’s responsibility to provide a replacement prior to the expiry of the current medication.

It is the parent / carer’s responsibility to dispose of any unused / expired student (parent /carer) provided medications.

BREACH OF POLICY

Students may not be able to attend school or school events if medications required in their Emergency Action Plan are not provided to the school or are expired.

As determined by School Principal.

OTHER CONSIDERATIONS & RELATED DONBURN POLICIES

- Donburn Primary School, Asthma Policy
- Donburn Primary School, Anaphylaxis Policy
- Donburn Primary School, Camps, Excursions & School Events Policy
- Donburn Primary School, Duty of Care Policy
- Donburn Primary School, First Aid Policy
- Donburn Primary School, Health Care Needs Policy
- Donburn Primary school, Yard Duty Policy

REFERENCES

DEFINITIONS

Term	Definition

APPROVAL

Contact Person:	Policy Owner:
Principal	Donburn Primary School Council, Education Sub Committee

DOCUMENT CONTROL

Version / Date Created	Nature of Amendment
Pre 2014	New document
November 2016	Significant review, updated format and content to reflect current practices and to reflect the Department of Education and OH&S Guidelines.
October 2019	Review and incorporation of new DoE policy template.



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