



ELTHAM HIGH SCHOOL

POLICY DOCUMENT *Administration of Medication*



Help for non-English speakers

If you need help to understand the information in this policy please contact Eltham High School on 9430 5111

PURPOSE

This policy aims to provide parents/carers, students and staff with an explanation of the processes Eltham High School will follow to safely manage the provision of medication to students while at school or during school activities undertaken outside of the school grounds, such as camps and excursions.

SCOPE

This policy applies to the administration of medication for 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, Eltham High School strongly encourages parents to arrange for the medication to be taken outside of school hours. However, Eltham High School understands that students may need to take medication at school or during school activities as outlined above. To support students to do so safely, Eltham High School will follow the procedures set out in this policy.

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 administered
 - the dates on which 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 the 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.
- 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 documented in a student's 'Student Health Support Plan').

Parents/carers can contact Eltham High School for a Medication Authority 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 and date that the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school has not exceeded 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 replacement medication that does not have an outdated 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:

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 or record 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, releases 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.

Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, 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.

This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.

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 if medication is temperature sensitive.

For most students, Eltham High School will store student medication in the First Aid room.

Warning

Eltham High 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 documented 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 undertaken.
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.

Attached are the templates for the Medication Administration Log and the Medication Authority Form to be used in the implementation of this policy.

COMMUNICATION

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

Available publicly on our school's website – www.elthamhs.vic.edu.au

- Included in our staff handbook
- Discussed at staff meetings as required
- Discussed at parent information nights/forums
- Made available in hard copy from the school upon request.

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

Eltham High School policies

<https://www.elthamhs.vic.edu.au/policies-child-safety/>

- First Aid policy
- Health Care Needs
- Medication Authority Form
- Medication Administration Log

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

As this is a Department of Education policy, minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

REVIEW

This policy should be reviewed every 3 years.

Not endorsed by School Council – noted at sub-committee of School Council

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Darren Squires

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	✓ First Aid Officer
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	

