



# ADMINISTRATION OF MEDICATION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Brighton Beach Primary School. Telephone: 9591 0888

## PURPOSE

To explain to parents/carers, students, and staff the processes Brighton Beach Primary School will follow to safely manage the provision of administering medication to students while at school or participating in 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

If a student requires medication, Brighton Beach Primary School (BBPS) encourages parents to arrange for the medication to be taken outside of school hours. However, BBPS understands that students may need to take medication at school or during school activities. To support students to do so safely, BBPS 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 taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- Where possible, parents/carers should arrange for written advice to be provided in a Medication Authority Form (see Appendix 1) 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.
- The principal or nominee 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).
- In the event that a student arrives at school with a medication (either prescription or over the counter) and a Medication Authority form has not been completed, a phone call to the parent may be made and verbal consent given prior to the administration of the medication. Medication may be given at the First Aid officer or relevant school staff's discretion provided they are satisfied that the appropriate safety checks (correct child, medication, dose, route, and time) are able to be met. A 'Medication Administration Authorisation Form' is to go home with the student and needs to be completed before the next dose of medication can be given.

Parents/carers can contact the BBPS Office or First aid for a Medication Administration Authorisation Form or access the form via our website [here](#).

### **Administering medication**

Any medication must be brought to school by the student's parent/carer (or delegated adult) and 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 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
  - releases the student from class to obtain their medication.
5. Parent/Carer is notified if the student misses a dose of medication, including if the student refuses to take the medication, or if any other medication error occurs.

### **Self-administration**

In some rare 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.

### **Adverse medication side effects**

If a student presents with unexpected and undesirable side effects, staff may contact the Adverse Medicine Events line (non-emergency) 1300 134 237 for advice. In the case of an emergency, school staff may call Triple Zero "000" for an ambulance at any time.

### **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, BBPS will store student medication in the first aid room.

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.

If a medication is no longer required, parents/carers (not students) should collect the medication directly from the school office or notify first aid to make disposal arrangements.

Parents/Carers are to notify the school if medication is being transported with the student for purposes other than administration at school (i.e. respite, shared parental arrangements) and deliver to the school office/first aid room for storage throughout the day. It is the parent/carers responsibility to collect the medication after school concludes.

### **Warning**

BBPS 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:

<b>Step</b>	<b>Action</b>
1.	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.	Enter into EduSafePlus and complete incident reporting if required
6.	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**

- Included in staff induction processes
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

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

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

Our School policies and documents:

- First Aid Policy
- Health Care Needs Policy
- Medication Administration Authorisation form

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2022
Approved by	Principal
Next scheduled review date	April 2026

**APPENDIX 1**

**BRIGHTON BEACH PRIMARY SCHOOL**  
**MEDICATION ADMINISTRATION AUTHORISATION FORM**

**This form must be completed and signed by the student’s medical/health practitioner or parent/guardian in order for medication to be administered at school. A new medication administration form must be completed for each medication, and each time there is a change of medication.**

- All medication must be in its original packaging
- Prescription medication must be in a container labelled by the pharmacist or prescriber
- An adult must bring the medication to and from school
- For students with asthma, complete Asthma Australia Asthma action plan
- For students with anaphylaxis, complete ASCIA action plan for Anaphylaxis

Name of student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_

Route (please circle):	ORAL OTHER (please specify)	TOPICAL	INHALED
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\_\_\_\_\_

Time/Frequency of administration: \_\_\_\_\_

If “only as required” medication, for what symptoms? \_\_\_\_\_

Specific medication storage instructions \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_ ONGOING  
(Day/Month/Year) (Day/Month/Year) (Circle)

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.

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training’s privacy policy which applies to all government schools (available at <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law

**AUTHORISATION TO ADMINISTER MEDICATION IN ACCORDANCE WITH THIS FORM**

Name of parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Health Practitioner: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contact Details: \_\_\_\_\_