



POLICY:	MEDICATION ADMINISTRATION POLICY
DATE:	May 2021
ENDORSED BY COLLEGE COUNCIL:	N/A
TO BE REVIEWED:	2024 or earlier if DET guidelines are updated

Rationale

The College Medication Administration Policy should outline procedures which staff need to follow when assisting students to take their medication.

It will be ratified by School Council and communicated to the wider school community.

The policy will ensure that school staff fulfil their duty of care to students while maintaining student confidentiality.

Purpose

- The College will obtain a **Medical Authority Form** for all medication to be administered by school staff. The form should be completed by the student's medical doctor. If this cannot be provided, the Principal may agree that the form can be completed and signed by the student's parent/guardian.
- If necessary the school may ask more information. The family may be asked to approach their doctor, or information can be sought from a hospital pharmacy providing the student/patient remains anonymous and confidentiality is ensured.
- The Principal of nominee will ensure that the correct student receives their correct medication in the proper dose at the correct time of the day.
- The staff member administering the medication will record the details in the student's **Medication Administration Log**. Where possible it is advised that two staff check medication is correct.
- The teacher in charge of the student requiring medication will be informed ahead of time, and the student will be released from class in order to obtain their medication.
- Parents/guardians may be asked to consider whether some medication can be administered outside school hours.
- The school will ensure that medication is stored correctly and that only appropriate amounts of the medication are kept on site.
- Medication must be stored in a secure area. The area must be accessible only to staff. Medication is not to be kept in the class room or the first aid room.
- Analgesics such as paracetamol and aspirin are not administered as part of a normal first aid response. They can mask signs and symptoms of serious illness or injury and therefore are not stored or administered by first aiders.

- Students should not take the first dose of any new medication while at school.
- In some circumstances the Principal may give permission for a student to carry their own medication. This would require a Medical Authority Form and advice that the student was fully able to do so. Their medication would need to be in its original packaging, not require special storage and not be of a danger to other students.
- In the event of an error occurring (eg incorrect dosage), the school should; contact the Poisons Information Line on 131126 ,phone for an ambulance if required, contact parents and review procedures.

*Note: Students with specific medical conditions may have an individual **Health Management Plan** which includes a treatment plan involving medication. These are always signed by a health professional. Students who have allergies, anaphylaxis & diabetes will have medication held at the general office. Students diagnosed with a history of asthma will carry their own salbutamol puffer.*

Review

This policy will be reviewed as part of the College's three year review cycle, following an untoward event or if advised by DET guidelines.