

POLICY TITLE: Medication Policy

DATE DEVELOPED: May 2021

REVIEW DATE: May 2025

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
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Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

To explain to parents/carers, students and staff the processes Essendon North Primary School will follow to safely manage the provision of medication to students while at school or 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

This policy should be read with Essendon North Primary School's *First Aid, Health Care Needs, Anaphylaxis* and *Asthma* policies.

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

Essendon North Primary School:

- outlines the school's processes and protocols, and communicates this information to the school community
- protects student privacy and confidentiality to avoid stigmatisation
- ensures teachers fulfil their duty of care by assisting students to take their medication where appropriate.

Essendon North Primary School ensures all medication to be administered is:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original container with the original label including the name of the student, information on the dosage and time to be administered
- within its expiry date
- stored according to the product instructions, particularly in relation to temperature.

Essendon North Primary School encourages parents or carers to consider whether they can administer medication outside the school day, such as before and after school and before bed.

Authority to administer

Essendon North Primary School must obtain written advice on a [Medication Authority Form \(DET Login Required\)](#) for all medication to be administered by the school. It is recommended that the form be completed by the student's medical or health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the principal may agree that the form can be completed by parents or carers. Medical Authority Forms are available at the Administration Office and can be sent via email upon request.

Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the medication authority form as it is covered in a student's health plan.

Administering medication

When administering medication the principal, or their nominee must ensure that:

- the correct student receives their correct medication in the proper dose via the correct method (such as inhaled or orally) at the correct time of day
- a log is kept of medicine administered, on Compass
- teachers in charge of students (at the time their medication is required) are informed that the student needs to be medicated and release the student from class to obtain their medication

Note: It is not the school's role to:

- monitor the effects of medication
- interpret behaviour in relation to a medical condition

School staff should seek emergency medical assistance if they are concerned about a student's behaviour following medication.

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 Essendon North Primary 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 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. 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.

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 (preferably recorded in the Medication Authority Form) that the student will self-administer their medication.

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, Essendon North Primary School will store student medication at the First Aid Office.

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.

Recording

A medication log or an equivalent official medications register will be used by the person administering the taking of medicine. Good practice is to have two staff members:

- supervising the administration of medication
- checking the information noted on the medication log

Warnings

Essendon North Primary School must not:

- store or administer painkillers 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 parent or carer, or health practitioner.
- allow the use of medication by anyone other than the prescribed student

Note: Only in an emergency situation could this requirement be varied. For example, 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. Over-the-counter medications (including paracetamol) require a medication authority form, even if the student is carrying or self-administering their medication.

Medication error

If a student takes medicine incorrectly Essendon North Primary School will respond in the following way:

- if required, follow first aid procedures outlined in the:
 - student health support plan, or
 - anaphylaxis management plan
- ring the Poisons Information Line 13 11 26 and give details of the incident and student
- act immediately upon their advice, such as calling an ambulance (on 000) immediately if you are advised to do so
- contact the parents or carers or the emergency contact person to notify them of the medication error and action taken
- review medication management procedures at the school in light of the incident.

FURTHER INFORMATION AND RESOURCES:

The Department's Policy and Advisory Library:

- [Asthma](#)
- [Anaphylaxis](#)
- [Complex Medical Care Supports](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Diabetes](#)
- [Duty of Care](#)
- [Epilepsy and Seizures](#)
- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Privacy and Information Sharing](#)

RELATED POLICIES

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- First Aid for Students and Staff Policy
- Health Care Needs Policy
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Compliance Code – First Aid in the Workplace

REVIEW CYCLE

This policy was developed in May 2021 and is scheduled for review in May 2025.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
2	May 2021	Kate Barletta	Policy updated in alignment with the Policy Advisory Library and current DET advice
1	Feb 2019	Scott Mullen	Policy updated

* Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.