

# ADMINISTRATION OF MEDICATION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact 5334 1302.

## PURPOSE

To explain to parents/carers, students and staff the processes Ballarat Specialist 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

If a student requires medication, Ballarat Specialist School encourages parents to arrange for the medication to be taken outside of school hours. However, Ballarat Specialist School understands that students may need to take medication at school or school activities. To support students to do so safely, Ballarat Specialist 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 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 (Appendix A) 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 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).

Parents/carers can contact the school nurse for a Medication Authority Form.

### Delivering medication to the school

All medications need to be given by the parent/carer to a member of staff at the school. The only exception to this is where it has been agreed by the parent/carer and the principal that the child will carry their emergency medication with them as part of the individual medical management plan.

If the child is travelling to school on the school bus and the parent is unable to organise personal delivery of the medication to the school the parent needs to ensure that the bus chaperone is aware there is medication in the school bag and that the school bag is stored away from students during travel. The bus chaperone will give the bag containing medication to the staff member receiving the child off the bus informing the staff member of the presence of medication in the bag. The parent/carer should have alerted the class teacher to expect medication to be delivered the way on each occasion it occurs.

Any medication that needs to be returned from the school to the parent /carer will also need to be transferred from adult to adult. The class teacher will make appropriate arrangements with the child's parent/carer.

### Medication packaging guidelines

All medications must be provided in original packaging, regardless of whether it is prescribed or over-the-counter medication.

Where possible, all medication and medication devices must be:

- in its original container
- bear the original label with the name of the student and information on the dosage and time to be administered
- accompanied by written directions including advice for storage and administration.

Parents/carers must ensure that any medication a student has at school is within its expiry date. If school staff discover expired medication, they will promptly contact the student's parents/carers to arrange for replacement with medication that is within the expiry date.

Packaging must be provided as follows:

- Tablet-type medications that are administered regularly should be packaged in a pharmacy-provided 'Webster' style packaging to reduce the risk of misadministration.
- Liquid, cream, spray, or aerosol medications that cannot be packed in a 'Webster' style medication package must be brought to the school in their original packaging/container.
- Loose medications are not acceptable and will not be administered due to safety concerns. The school will contact the parent/carer in such cases.

If there is a difficulty in providing medication as described above, parents/carers must contact the school nurse to discuss the situation.

### Administering medication

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 (Appendix B).
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. This decision and plan will be documented in the student's records.

### **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, Ballarat Specialist School will store student medication in a locked box kept in the classroom kitchen.

The Principal may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- 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**

Ballarat Specialist 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 two doses 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.

## COMMUNICATION

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

- Included in staff induction processes
- Available publicly on our school’s website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at student support group meetings (SSGs)
- Discussed through communication tools such as Seesaw
- 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](#)

Ballarat Specialist School policies and documents available on our website:

- First Aid
- Health Care Needs

## POLICY REVIEW AND APPROVAL

Policy last reviewed	09/2024
Approved by	Principal
Next scheduled review date	09/2027

## BALLARAT SPECIALIST SCHOOL

# MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

Form not required for medication orders relating to existing and current:

Asthma Australia's School Asthma Care Plan

ASCIA Action Plan for Anaphylaxis

Epilepsy Foundation midazolam plans

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

### Student Details

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Form to be reviewed at the commencement of or change to an existing medication and prior to the start of every school year

Medication to be administered at school:					
Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start:    /    / End:     /    /  OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> student self- managing <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start:    /    / End:     /    /  OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> student self- managing <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start:    /    / End:     /    /  OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> student self- managing <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

### How will the medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

---

---

---

### Acceptable medication packaging formats for school use

- Ongoing routine tablet medications should be packaged in a pharmacy created 'webster style' package.
- Short term or non tablet type medications must be provided in the original package with a pharmacy label that matches the information on this form
- PLEASE NOTE- if medication is provided to the school that does not meet these requirements a staff member will contact the student's parents/carers and advise the medication can't be given by staff. The parent/carer can come to the school and administer the medication.

### Supervision required

Supervision of medication for students is in line with their age and stage of development and capabilities. Some older students may be take responsibility for their own medication administration. Self-medication management at school will need be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner. Please describe what you believe is the level of supervision or assistance is required by this child when taking medication at school (e.g. remind, observe, assist or administer):

---

---

---

### Monitoring effects of medication

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.

### Privacy Statement

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/carer: \_\_\_\_\_

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

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

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

Contact details: \_\_\_\_\_







**Reason for administration concern related to routinely prescribed medication**

Date	Child absent	Medication not supplied	Child refused	Parent instructed to withhold	Unable to take i.e. vomiting	Unless the child is absent or medication has been withheld because of parent/guardian instruction the school nurse and parent must be informed as soon as possible <b>Actions taken and name of staff member making note.</b>