MEDICATION POLICY

PURPOSE

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

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

Authority to Administer

If a student needs to take prescribed medication or over the counter 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.

- For prescribed medication(s), 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.
- 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.
- A confidential register located in the Administration Area will be kept of all Student Health Care Plans.

Parents/carers can contact Kingsbury Primary 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 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 became 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 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:
    a. The student receives their correct medication.
    b. In the proper dose
    c. Via the correct method (for example, inhaled or orally).
    d. At the correct time of day.
2. A log is kept of medicine administered to a student (see Medication Administration Log).
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:
    a. Is informed that the student needs to receive their medication.
    b. if necessary, release the student from class to obtain their medication.

At the commencement of enrolment and for each new school year, parents/carers will be notified with a request to supply Medical Plans completed by a Medical/Health Practitioner plus supply student medication as described under Authority to Administer. These include medications for Anaphylaxis, Asthma, Allergy, and other medications deemed as requiring administration, management and monitoring by Kingsbury Primary School.

Self Administration

In some cases it may be appropriate for students to self-administer their medication. The Principal will 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.

Kingsbury Primary School will take into consideration:

- The age of the student
- The type of medication, i.e. medications for the treatment of Asthma, Anaphylaxis, Diabetes.
- Need for immediate access
- The location and storage of medication
- Method of documenting and reporting self-administration

Storing Medication

If required, the Principal (or their nominee) will put in place arrangements so that medication is stored:

- Securely to minimise risk to others.
- At Administration and only accessible by staff who are responsible for administering the medication.
- Away from a classroom
- Away from first aid kits.
- According to packet instructions, particularly in relation to temperature.

For students at Kingsbury Primary School medication will be stored in the Administration Area.

Warning

Kingsbury Primary 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 inhaler 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, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

RELATED POLICIES AND RESOURCES

- Anaphylaxis Management Policy
- Asthma Policy
- Medication Authority Form
- Medication Administration Log
- Health Support Planning Forms https://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx

REVIEW CYCLE

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2027