

Administration of Medicine Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 03 5973 9100.

Rationale

If a student requires medication, Benton Junior College encourages parents to arrange for the medication to be taken outside of school hours. However, Benton Junior College understands that students may need to take medication at school or school activities.

This policy will explain to parents/carers, students and staff the processes Benton Junior College will follow to safely manage the provision of medication to students while at college or college activities, including camps and excursions.

Aims

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 college's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our college's Asthma Policy
- the provision of monitoring diabetes which is provide in our college's Diabetes Policy
- specialised procedures which may be required for complex medical care needs.

Implementation

To support students to manage the provision of medication safely, Benton Junior College will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at college or at a college 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.
- 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 First Aid Officer or Office for a Medication Authority Form.

Administering medication

Any medication brought to college 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 college is within its expiry date. If college 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 at college or a college 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. This log is kept in the Sick Bay.
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.

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, Benton Junior College will store student medication on a high shelf or locked cupboard in Sick Bay or in the refrigerator in the staffroom if required.

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.

Warning

Benton Junior College will not:

- in accordance with Department of Education 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:

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, college 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 and through Compass
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Further Information and Resources

- First Aid Policy
- Medication Policy
- Medication Authority Form (Appendix 1)

Review Cycle

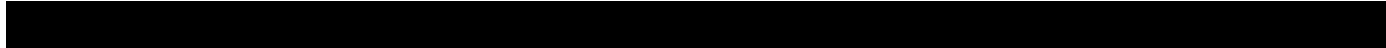
Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2029

Appendix 1

Medication Authority Form

Student's Name: _____ Date of Birth: _____ Class: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.



Name of Medication/s	Reason	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical)	Parental Approval prior to dose being given (Yes/No)	Dates
						Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
						Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
						Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

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

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Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

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

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law.

Authorisation:
Name of Parent/Carer:

Signature:

Date:

If additional advice is required, please attach it to this form