



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email ([Kyabram.P12@education.vic.gov.au](mailto:Kyabram.P12@education.vic.gov.au)) or phone (03 5851 2100).

## PURPOSE

To explain to parents/carers, students and staff the processes Kyabram P-12 College 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, Kyabram P-12 College encourages parents to arrange for the medication to be taken outside of school hours. However, Kyabram P-12 College understands that students may need to take medication at school or school activities. To support students to do so safely, Kyabram P-12 College 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 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 our College Administration Office and ask for our First Aid Officer 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 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 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.
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 First Aid Officer 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, Kyabram P-12 College will store their medication at our College First Aid room.

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

Kyabram P-12 College 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 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 considering 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 transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at staff briefings/ meetings as required
- 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027      Recommended cycle of 3-4 years