

Medication Administration Policy

St Peter's Lutheran School



Scope	All School community members - staff, students, parents / guardians, School Board members.
Responsible Officer	Principal
Contact Officer	Principal
Authorisation	School Board
Date Introduced	October 1999
Next Review Date	May 2025 This policy will be reviewed every three years, or as required by legislation.
Relevant Legislation or Source	Education and Training Reform Regulations 2017 (Vic) Occupational Health and Safety Act 2004 (Vic) Health Records Act 2001
Linked SPLS Policy	Duty of Care, OHS, Anaphylaxis Management, First Aid, Student Health Support Plan, Asthma Management, Student Medical Records
Linked SPLS Procedure / Guidelines / Plans	Anaphylaxis Management, First Aid, Student Health Support Plan, Asthma Management, Student Medical Records
Linked SPLS Forms / Checklists / Registers	
Key Words	First Aid, Accident/Incident, Medical Treatment, Medicine
Destination / Storage	Shared Drive, Staff Room
Communication	Staff induction, cyclical staff training/meetings

Revision / Modification			
Date	Version	Summary	Policy/Procedure
01/10/1999	1.0	Policy Introduced	First Aid Policy
01/11/2006	1.1	Reviewed by School Council	First Aid Policy
01/11/2016	1.2	Reviewed by School Council	First Aid Policy
01/07/2020	2.0	Reviewed by School Council - separated from First Aid Policy	Medication Administration Policy
18/05/2022	2.0	Reviews by School Council	Medication Administration Policy



1. RATIONALE

From time-to-time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

2. DEFINITIONS

Medication Administration is the actual giving of medication and may involve: storing the medication, opening the medication container, removing the prescribed dosage and giving the medication to the student as per instructions.

3. POLICY

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/guardian;
- prescribed medication will only be administered where a student's parent/guardian has provided written permission to the School;
- parents/guardians are responsible for keeping the School updated if their child's requirements for prescription medication changes;
- parents/guardians are responsible for providing the prescribed medication and collaborating with the School in organising arrangements for supply, administration and storage of the prescribed medication;
- students must not carry medications unless there is a written agreement between the School and the student's parents/guardians that this is a planned part of the student's Student Health Support Plan;
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision;
- the School provides appropriate first aid facilities;
- the School ensures that teaching staff have appropriate first aid training.

3.1 Student Health Support Plan

A Student Health Support Plan will be developed for each student who is required to take prescription medication during school hours. The plan specifies agreed arrangements for supply, administration and storage of the prescribed medication.

Student Health Support Plans are stored appropriately and updated regularly. Student Health Support Plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's Student Health Support Plan and the School must inform parents/guardians as soon as possible if concerns regarding a student's health care arise.

3.2 Self-Administration



Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

3.3 Staff Administration

Where prescription medication is administered by staff:

- the staff member must select the student's medication and appropriate dosage;
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way;
- in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/guardian;
- the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student;
- the staff member with primary responsibility must record the student's name, medication and dosage in SAS and sign their name.

3.4 Storage of Medication

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

3.5 Note Regarding Emergency Care

The School will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's Student Health Support Plan.

It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate Student Health Support Plan.

3.6 Maintenance of Medical Records

Parents/guardians must notify the School of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with our Student Medical Records policy which includes a provision to ensure that the School is regularly updated as to the status of existing medical conditions.



4. RESPONSIBILITIES

4.1 Staff

Staff are responsible for:

- having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's Student Health Support Plan;
- being familiar with the medical records and Student Health Support Plans of students in their care, respecting the confidential nature of the information at all times;
- working with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs;
- notifying the Principal and informing parents/guardians as soon as possible of concerns regarding management of the student's Student Health Support Plan.

4.2 Parents

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the School of this requirement and work with the School to arrange for supply, administration and storage of the prescribed medication.

5. IMPLEMENTATION

This policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the students' parents/guardians and the students themselves
- initiation of corrective actions where necessary.