

# Administration of Medication Policy

North Melbourne Primary School

Errol Street Campus and Molesworth Street  
Campus

Issue Date: June 2024

Review Date: June 2028

# ADMINISTRATION OF MEDICATION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact North Melbourne Primary School front office on 9329 6902.

## PURPOSE

To explain to parents/carers, students and staff the processes North Melbourne Primary School – Errol Street Campus and Molesworth Street Campus – 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, North Melbourne Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, North Melbourne Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, North Melbourne Primary School will follow the procedures set out in this policy.

### Authority to administer – prescribed medication

If a student needs to take prescribed 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.  
(the student's medication script will suffice if medical/health practitioner is unable to provide a written document)
- Parents/carers will need to complete a [Medication Authority Form](#)
- Parents/carers will need to read through and complete a Student Health Support Plan (to identify the student's individual preferences regarding medication administration).
- Parents/carers have the responsibility to supply medication for their child which is in date (not expired). When supply is low, parents will be contacted to replenish medication for their child.

The Principal (or their nominee) may need to consult with parents/carers regularly to clarify written advice or any considerations.



### **Authority to administer – non prescribed medication**

If a student requires medication to treat an ailment or injury while at school or at a school activity:

- Parents/carers will be contacted and will need to provide verbal consent over the phone, as well as completing an electronic version of the Medication Authority Form (which will be sent to parents/carers via email)
- Medication will then be administered as per package instructions by North Melbourne Primary School staff
- Parents/carers will be notified of the medication name, dosage and time administered via SMS once medication has been administered

Parents/carers can contact the school nurse for a hard copy of the Medication Authority Form; or they can fill out the electronic version via [this link](#):

### **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 new 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 (either paper form or online version) 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, will 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 (or their nominee) 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 medication package instructions, particularly in relation to temperature.

For most students, North Melbourne Primary School will store student medication within the First Aid Room at the Errol Street Campus or the Molesworth Street Campus.

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

All students who store medication on their person/within their school bag will require their parents/carers to complete the following [online form](#).

### Warning

North Melbourne Primary School will not:

- in accordance with Department of Education and Training policy, 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. In the event that analgesics may be required, parental consent will need to be given both verbally and via [this link](#).
- 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, 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
- Printed copies of the policy are available at school reception
- Included as annual reference in school newsletter

## FURTHER INFORMATION AND RESOURCES

The Department of Education's Policy and Advisory Library (PAL):

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

Other related local policies can be found on the school website, including:

- Health Care Needs
- First Aid Policy
- Asthma Policy
- Anaphylaxis Policy
- Infectious Diseases & Exclusion Periods

All medication questions and information should be directed to our school nurse (Principal's nominee).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2028