



Administration of Medication



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Xiaomei Lin 98017450

Rationale

To explain to parents/carers, students, and staff the processes Templeton 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 or mild to moderate allergies 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, Templeton Primary School encourages parents to arrange for the medication to be taken outside of school hours (such as before and after school and before bed). However, Templeton Primary School understands that students may need to take medication at school or during school activities. To support students to do so safely, Templeton Primary School 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 (e.g. prescription notes on medication):

- o the name of the medication required.
 - o the dosage amounts.
 - o the time the medication is to be taken.
 - o how the medication is to be taken
 - o the reason or medical condition for taking the medication.
 - o the commencement and conclusion dates for administering the medication.
 - o 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).

Medication Authority Form

Parents/carers can obtain a Medication Authority Form from the front office or download the form from Templeton Primary School's website. A Medication Authority Form must be completed for every type of medication to be administered.

A new Medication Authority Form must be completed if:

- the dosage or type of medication is altered.
- if the regime is re-started after the conclusion date of the initial instructions
- at the beginning of each new calendar year.

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 or is nearing expiry, a written notice will be given, or contact made to 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, the First Aid Officer 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, Templeton Primary School will store student medication at the front office.

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:
 - o the medication does not have special storage requirements, such as refrigeration.
 - o doing so does not create potentially unsafe access to the medication by other students.

Warning

Templeton 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.
- administer hay fever or eczema medication as they are not a First Aid requirement and can be managed at home.
- 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.

Further information and resources

Department of Education and Training Victoria - School Policy and Advisory Guides:

- Anaphylaxis
- Asthma
- First Aid
- First Aid and Medical Emergencies
- Health Care Needs
- Medication
- Medication Authority Form
- Medication Administration Log

Evaluation

This policy will be reviewed in accordance with the school's three-year review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	2028