**ADMINISTRATION OF MEDICATION POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Manangatang P-12 College

**Purpose**

To explain to parents/carers, students and staff the processes Manangatang 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, Manangatang P-12 College encourages parents to arrange for the medication to be taken outside of school hours. However, Manangatang P-12 College understands that students may need to take medication at school or school activities. To support students to do so safely, Manangatang 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 Manangatang P-12 College 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.
1. A log is kept of medicine administered to a student
2. Where possible, two staff members will supervise the administration of medication.
3. 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, Manangatang P-12 College 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:
	+ 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**

Manangatang 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:

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| **Step** | **Action** |
|  | If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan. |
|  | Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student. |
|  | Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so. |
|  | Contact the student’s parents/carers or emergency contact person to notify them of the medication error and action taken. |
|  | 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
* 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
* Made available in hard copy from school administration upon request

**Further information and resources**

The Department’s Policy and Advisory Library (PAL):

* [Medication Policy](https://www2.education.vic.gov.au/pal/medication/policy)
* [First Aid for Students and Staff Policy](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy)

Our School policies and documents:

* First Aid
* Health Care Needs
* Medication Authority Form
* Medication Administration Log

**Policy review and approval**

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| Policy last reviewed  | 18/05/2022  |
| Approved by  | Principal  |
| Next scheduled review date  | May 2026  |