



1. **Rationale:** Wherever possible, the taking of any medicine should be scheduled outside the school hours, e.g., medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed. However, there may be times when medicines need to be taken during school time. Wycheproof P-12 College is committed to taking all reasonable steps to provide a safe environment and be mindful of the health needs of students.
2. **The purpose** of this policy is to ensure that the school correctly stores and administers prescription and non-prescription medicines to students as required. Wycheproof P-12 College will follow DET policies and procedures in relation to the administration of medication for students.
 - 2.1. **NOTE:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered on the individual student's Asthma Management Plan/ or Anaphylaxis Management Plan.
 - 2.2. **Exemption:** Sunscreen cream or lotion is to be used as per the College's SunSmart Policy
 - 2.3. **NOTE:** On the rare occasion a student is away from Wycheproof P-12 (i.e. on a camp) and becomes unwell (i.e. vomiting due to travel sickness) the supervising teacher will contact the student's parent/guardian who may provide permission to administer an over-the-counter medicine of their choice, one the student has taken on previous occasions. The student will be monitored and if symptoms persist the parent/guardian will be contacted to collect the student or medical advice will be sought.

3. What are medicines?

Medicines are chemicals or compounds used to cure, halt, or prevent disease; ease symptoms; or help in the diagnosis of certain illnesses. They may be prescribed by a doctor or health practitioner or purchased over-the-counter from a pharmacy or supermarket.

4. Medicines can be delivered in many ways, such as:
 - liquids that are swallowed (i.e. cough syrup)
 - drops that are put into ears or eyes
 - topical (creams, gels, or ointments that are rubbed onto the skin)
 - inhalers (i.e. nasal sprays or asthma inhalers)
 - patches that are stuck to skin (called transdermal patches)
 - tablets that are swallowed
 - wafers or tablets placed under the tongue (called sublingual)
 - injection (using a needle and syringe or auto-injector)

5. Guiding principles

From time to time, students attending school may need to take medicine. As part of their duty of care, teachers may assist students, where appropriate, to take this medicine.

Wherever possible, the timing of taking medicines should be scheduled outside the school hours (e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed).

***The first dose of a new medicine cannot be administered at school. The first dose of a new medicine must be given under the supervision of the family/guardian or health practitioner, due to the potential risk of allergic reaction.**

The school will ensure health information about students is managed sensitively, confidentially and in accordance with DET policy.

- 5.1. A current and complete Medication Authority Form is required before any school staff can administer any medicine (prescription and non-prescription) to a student.
- 5.2. In the case of an emergency, medication can be administered with the permission of a medical practitioner, or Ambulance Victoria clinician (this will be documented on the appropriate form).
- 5.3. *Wycheproof P-12 College will not 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.*

Medication to treat asthma or anaphylaxis is covered in student's Asthma Care Plan, or ASCIA Action Plan for Anaphylaxis.

6. Implementation

- 6.1 All medicines to be administered at school must be listed with instructions on a student's Medication Authority Form. This form must be signed by the prescribing doctor and must include written directions for appropriate storage (temperature and light) and administration
- 6.2 The medicine must be supplied in the original bottle or container, clearly labelled with the name of the student, dose and time to be administered and it must not be expired.



7. Administration of medicines

7.1. When administering prescription medication to students, the information on the Medication Authority Form must match the specific written instructions on the original medication container (e.g. pharmacy label). The pharmacy label must have clearly printed: the name of the student, medicine dosage and time to be administered.

7.2 The staff member nominated to administer medication to a student must ensure that a Medication Authority Form (Appendix A) has been completed and must read that form so that the student receives:

- the correct medication;
- in the correct dose;
- via the correct method (such as orally or inhaled);
- at the correct time of day.

If at any time the staff member administering a medicine to a student has doubts about the administration of medicines or the information is unclear, then the medicine must not be given and the student's parents/guardian must be contacted.

8. Documenting the administration of medicines

8.1 A Medication Register will have listed the medicine to be administered for each student (Appendix B). The Medication Register will be completed by the person administering the medication. It is good practice to have at least two staff members to supervise the administration of medication and check the information noted on the medication log.

8.2 Wycheproof P-12 College **will not**:

8.2.1. 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

8.2.2. Allow a student to take their first dose of a new medicine at school. (This is in case of an allergic reaction. The first dose of any medicine should be taken under the supervision of the family or health practitioner).

8.2.3. Allow use of a student's medication by anyone other than the student for whom it is prescribed. (**Note:** *This requirement may be varied in an emergency. For example, if a student is having an asthma attack and their blue reliever puffer is not readily available, one should be obtained and given without delay.*)

8.3 The principal or nominee will inform teachers of those students in their charge who require a medicine to be administered at the school. Teachers may be required to release students at certain times so they may receive their medicine.

9. Self-Administration of medicines

9.1 The school, in consultation with parents/carers and the student's medical/health practitioner, will allow a student to self-administer their medication.

9.2 The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, and this will be documented on the Medication Authority Form. The form will include a list of medicines the student may self-administer and the storage requirements.

Note: Students may be permitted to carry their own medication with them. Medicines must be in the original packaging and not require special storage, such as refrigeration. Students may not share or allow potentially unsafe access to the medicine by other students

10. Storage of Medicines

10.1 Wycheproof P-12 will ensure:

- All medicines are provided in the original package
- All prescribed medicines are labelled with the pharmacy label that includes the student's name and instructions.
- medicine is stored for the period of time specified in the written instructions
- medicine is stored according to instructions on the label (regarding temperature and light)
- the quantity of medication provided does not exceed a week's supply

10.2 All medicines are stored:

- securely to minimise risk to others
- in a place accessible by staff who are responsible for administering the medication
- away from the classroom
- away from the first aid kit

10 Safety



Staff will be aware of general health and safety considerations with the administration of medicines.

Staff with a known allergy to a medicine will not be permitted to administer that medicine to a student.

Disposable gloves are to be worn when applying topical preparations (creams, lotions).

Safety glasses are to be worn if there is a risk of a splash injury.

Masks may be worn if there is a risk of inhaling the medicine.

Universal precautions (hand washing, using gloves) and safe handling and disposal of sharps are to be observed at all times.

First Aid is available

11 Communication

11.1 Parents/guardians of students with a medical condition/illness must inform the school of current medical contact details, current medical conditions and appropriate medical history of the student, using the relevant forms and student diary.

11.2 The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school and if a student is to be released from class at certain times so they may receive their medication.

11.3 Parents/guardians of all students with a medical condition or illness must provide the school with information to be incorporated into a Student Health Support Plan. Copies of this health plan will be provided to the student's teachers and staff working directly with the student and who need to be aware of the student's health support needs.

11.4 Blank Medication Authority Forms will be provided to families at the start of the school year and will be available at the front office.

Appendices and supporting documents connected with this policy are:

Appendix A: Medication Authority Form

Appendix B: Medication Register

Supporting documents: Student Health Support Plan; Asthma Management Plan (asthma foundation); ASCIA anaphylaxis Management Plan; DET Policy Medications (<https://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>)

Evaluation: This policy will be reviewed as part of the school's review cycle: **February 2025**

Basis of Discretion: At all times, the DET Guidelines and the needs of the students and the school community will be considered in the implementation of the Administration of Medication Policy.

This policy was last ratified by School Council: October 2022



Appendix A

Medication Authority Form
for a student who requires medicine to be given when they are at school

This form should be completed by the student’s medical/health practitioner, for all medicines to be administered at school. For those students with asthma, an Asthma Foundation *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the school office

Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School: **Wycheproof P-12 College**

Student’s Name: _____ Date of Birth: _____

MedicAlert Number (if relevant): _____ Review date for this form: _____

Please circle advice This student is **able / unable** to administer their own medicines.

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. oral/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication



Medication Storage

Please indicate if there are specific storage instructions for the medicine:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this student's circumstances/condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Authorisation:
Name of Medical/health practitioner:
Professional Role:
Signature:
Date:
Contact details:

Name of Parent/Carer or adult/Mature minor**:
Signature:
Date:

If additional advice is required, please attach it to this form

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)). Health Practitioner may be a Practice Nurse with prescribing rights or a Pharmacist.



Medication Administration Register

This medications register is to be completed by the person administering medication to a student. NOTE: student medicines are not to be stored at school over weekends.

Name of student: _____ Year level: _____

Date	Time	Name of Medicine	Tick When Checked ✓				Comments	Initials Staff
			Right Child	Right Medication	Right Dose	Right Route (oral/inhaled)		
__/__/20__								
__/__/20__								
__/__/20__								
__/__/20__								
__/__/20__								

Record for cross-checking: Two staff members must check the information noted on this log. This is an appropriate added safety measure and seen as good practice.

Name of Medicine:	Prescribed Dose	Expiry date	Storage	Special instructions	Complete /Returned