Administration of Student Medication Policy

MONMIA PRIMARY SCHOOL
- Learn and Achieve -

This policy was last ratified by School Council in October 2026

Help for Non-English Speakers
If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

To explain to parents/guardians, students and staff the processes Monmia 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 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.

Implementation

If a student requires medication, Monmia Primary School encourages parents/guardians to arrange for the medication to be taken outside of school hours. However, Monmia Primary School understands that students may need to take medication at school or during school activities. To support students to do so safely, Monmia 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/guardians 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
- If a medication is prescribed, or given every day, parents/guardians must provide written evidence from the student's medical/health practitioner that it is needed. Acceptable written evidence includes:
  - the Medication Authority Form signed by the prescribing health practitioner; or
  - prescribed and dispensed medication in its original container or packaging with a current and original label (pharmacy label) that is stored at school; or
  - original label (pharmacy label) directly sighted and photocopied by school staff; or
  - a signed letter from the prescribing health practitioner (for example, GP or specialist letter or hospital discharge letter); or
  - a completed and signed action or management plan from the prescribing health practitioner.

- If advice cannot be provided by a student's medical/health practitioner, the Principal may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/guardians.
- The Principal may need to consult with parents/guardians 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/guardians can contact the school office on 9364-1007 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/guardians 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/guardians 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 first aid coordinator 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
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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, 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/guardians 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/guardians that the student will self-administer their medication. Note:

- this is not required for students with asthma or anaphylaxis as this is covered under the student's ASCIA Action Plan or Asthma Action Plan.
- Monmia Primary School will not permit a student to carry or self-administer a controlled medication or benzodiazepine at school, such as dexamphetamine or methylphenidate (Concerta, Ritalin). Note: it is the responsibility of parents/guardians to notify the school if a medication is controlled.

Storing medication

The first aid coordinator 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, student medication is stored in the first aid room.

The Principal may decide, in consultation with parents/guardians 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

Monmia Primary School **will not**:

- in accordance with Department of Education, 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, guardians, or health practitioner**
- administer as-needed medication for acute behavioural disturbance as a form of chemical restraint
- 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/guardians 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.

FURTHER INFORMATION AND RESOURCES

For further details refer to the school's policy page here

- First Aid
- Health Care Needs
- Asthma
- Anaphylaxis
- Medication Authority Form

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

	Medication: Policy First Aid for Students and Staff Policy
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 • Discussed at staff briefings/meetings as required • Discussed at parent information nights/sessions • Made available in hard copy from school administration upon request.
Evaluation	The program leaders will review this policy every 2 years.
Policy Last Reviewed	October 2026
Consultation	School Staff and Principal
Approved By	Principal
Next Scheduled Review Date	October 2028