



MEDICATION ADMINISTRATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school at the General Office.

PURPOSE

To explain to parents/carers, students and staff the processes Yarrabing Secondary College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

CONTEXT STATEMENT

Yarrabing Secondary College was established in 2024 and is located approximately 35 kilometres west of Melbourne. When fully established, the school will have 1200 students enrolled from Grade 7 to 12 and 130 school staff members including Wellbeing staff.

Our school grounds are very close to native bushland, and we are surrounded by a supportive community. Nearly all students that attend our school live locally and tend to walk or ride their bike to school. Yarrabing Secondary College has developed close ties to the local community and enjoys support from our local shops and community services.

Our school is culturally diverse with 60% of students having a language background other than English (LOTE) spoken in the family home, with the largest LOTE languages being Hindi and Punjabi. The school also has very small representation from the Koorie community. We are proud of our diversity and inclusive school community.

We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

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, Yarrabing Secondary College encourages parents to arrange for the medication to be taken outside of school hours. However, Yarrabing Secondary College understands that students may need to take medication at school or school activities. To support students to do so safely, Yarrabing Secondary 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. Template form is available on the Department of Education's 'Resources' on Administration of Medication Template Policy webpage.
- 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 the school's General Office 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.
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/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, Yarrabing Secondary College will store student medication at our school's designated area, our First Aid Room.

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

Yarrabing Secondary College will not:

- in accordance with Department of Education 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:

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:

- available publicly on our school's website
- included in staff induction processes and staff training
- discussed at student forums
- discussed at parent information nights/sessions
- reminders in our school newsletter
- hard copy available from the General Office upon request.

FURTHER INFORMATION AND RESOURCES

For staff, please see the Department's [Equal Opportunity and Anti-Discrimination Policy](#), [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#) which apply to all staff working at our school.

- The Department's Policy and Advisory Library (PAL):
 - [Equal Opportunity and Human Rights - Students](#)
 - [Students with Disability](#)
 - [Koorie Education](#)
 - [Teaching Aboriginal and Torres Strait Islander Culture](#)
 - [Program for Students with Disabilities](#)
- Related Policies:
 - Statement of Values and School Philosophy
 - Bullying Prevention Policy
- Other resources:
 - [Safe Schools | Victorian Government \(www.vic.gov.au\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2026 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.