

1. Purpose

The purpose of this policy is to ensure that all medication administered at the school is managed in a safe, accountable, and effective manner, in compliance with relevant legislation and Department of Education guidelines. This includes the proper storage, documentation, and administration of medication—whether ongoing (e.g., insulin for diabetes) or short-term (e.g., a course of antibiotics)—to support student health and wellbeing during school hours. A small amount of medication will be retained on-site under the supervision of the School Nurse/First Aid Officer(s). This medication will only be administered in accordance with this policy.

2. Scope

This policy applies to:

- All students who require medication while attending school
- Parents/guardians responsible for supplying medication and medical documentation
- All teaching and non-teaching staff involved in the administration, supervision, or support of student medical needs
- The School Nurse and/or First Aid Officer(s) who are responsible for medication storage, record-keeping, and administration.

3. Policy Statement

My College is committed to upholding its duty of care by ensuring that the health needs of students who require medication during school hours are met with professionalism, care, and confidentiality. The College will only administer medication when appropriate documentation is provided, and procedures are followed to ensure the correct student receives the correct medication, in the correct dose, via the correct method, and at the correct time. All staff involved will be supported and trained, and parents/guardians will be informed and engaged throughout the process. No medication will be administered without written authority, and emergency protocols will be followed in urgent medical situations.

4. Implementation

Duty of Care

In line with its duty of care, the school is legally and morally responsible for taking all reasonable steps to protect the safety and wellbeing of students. This includes providing basic healthcare, such as first aid, and having clear procedures for the safe administration of medication. As part of its duty of care, the school will ensure that a student's privacy and confidentiality are maintained to prevent any risk of stigmatisation.

Parents/Guardians, Teachers, School Nurse/ First Aid Officer(s)

- All medications must be passed to the School Nurse/First Aid Officer(s) [or alternative staff] by the teacher/parents for safe storage and administration.
- The School Nurse/First Aid Officer(s) will contact the parents to confirm the dosage of the medication.
- Ongoing prescribed medications for a medical condition or antibiotic must be supplied in its original container, clearly labelled with the student's name, dosage and frequency.
- Medicines not in their original container will not be accepted by the school and will be returned to the parents.
- Prescribed medication taken daily or medication supplied from home: Parents/Guardians must provide a Medication Authority Form and/or a letter completed by the student's Medical Practitioner.
- The Medication Authority Form must include the details of:
 - The medication to be administered
 - The dosage
 - The time the medication is to be taken
 - The period for which the authorisation is valid
 - Any specific storage requirements or instructions
 - The circumstances under which the authorisation must come from a health practitioner
- An individual management plan will be created to include the following:
 - Student's medical condition
 - Implementation of management strategies including scheduling of medication administration during school periods
 - Names of persons responsible for implementing management strategies
 - Storage of medication
 - Student's emergency contact details
 - Student's medical records including the Medical Authority Form
- Medication should be administered in the presence of two staff members and noted in the medication log. Staff members must complete the following check prior to the administration of medication:
 - Correct student
 - Correct medication
 - Correct Dose
 - Correct Method
 - Correct time

Note: School staff are not responsible for monitoring medication effects or linking student behaviour to medical conditions. If concerns arise after a student takes medication, staff should seek emergency medical assistance.

- Student's medical records, including Medication Authority Form, any relevant medical records, Individual Management Plan will be kept in the student's school databases. The Student's medication log will be kept in the First Aid Room. Parents/Guardians will be notified in written when a medication has been administered to a student.
- The first doses of new medications are not to be administered at school but rather by the student's parent/guardian or healthcare practitioner to ensure that the student is monitored for any adverse reactions.
- The school will consult with parents/guardians to determine the age and circumstances in which a student may be able to self-administer medication. Written permission should be completed via the medication authority form and signed by a healthcare practitioner or parents/guardians. A school staff member will supervise the student during the administration of the medication to ensure it is taken safely and appropriately.

- If possible, parents/guardians are encouraged to consider whether they can administer medication outside the College hours, such as before and after college and before bed.
- Painkillers such as aspirin, paracetamol or ibuprofen will not be stored or administered as part of school's standard first aid practice, as they may mask symptoms of serious illness or injury.

Teachers

- Teachers will be briefed by the School Nurse or College First Aid Officer regarding students who require medication. An Individual Management Plan will be developed for each student, including, but not limited to, the scheduled times and procedures for administering their medication.
- Teachers in charge of students requiring medications need to be aware of the timing and release the student from the class to obtain their medication from the First Aid room.
- Teachers are allowed to supervise the student taking their prescribed medication while they are out on excursion, so long as they are briefed on the dosage and indication for the medication.
- While out on excursion, teachers are allowed to administer prescribed medications such as Zyrtec, Ventolin and Epipen as per the student's Allergy/Asthma/Anaphylaxis plan.

School Nurse/ College First Aid Officer(s)

Medication provided from home:

- The School Nurse/ College First Aid Officer(s) will enter the medication and dosage details onto the student's school database.
- Medications requiring refrigeration will be kept in the first aid room fridge. Fridge temperature are checked weekly and recorded.
- All medications kept in the first aid department for individual students are packed individually and clearly labelled by the School Nurse/First Aid Officer(s). Expiry dates of the student's medications are checked and recorded on the first day of each month.

Medication retained in stock:

- The College also has Asthma and Anaphylaxis Emergency Kits, and Adrenaline Auto-injectors for general use. All other medications required must be provided by the parent/guardian.
- The School Nurse/First Aid Officer(s) will check stock levels monthly to ensure there is sufficient stock. Expiry dates of all stock medications, including Adrenaline Auto-injectors and Ventolin, are checked and recorded on a monthly basis.

Consent:

- The School Nurse/First Aid Officer(s) will not administer medication without written consent from the parent/guardian. A Medication Authority Form must be completed and signed by a Medical Practitioner.
- Where prior consent has been provided, the School Nurse/ First Aid Officer(s) will advise the parent/guardian of the time and dosage administered in writing.
- Medication should only be administered to the student specified in the written authorisation, unless it is a life-threatening emergency, such as when a student experiences an asthma attack and does not have their inhaler. Staff are required to follow the school's emergency procedures as outlined in the first aid policy.

Location of Medications

Medication will be stored in the First Aid Room, located in the front office (See Appendix 1). Medications will be stored in accordance with relevant medical reports, action plans, and packaging instructions, as follows:

- Stored in the fridge at the appropriate temperature, if required.
- Stored in the student's individual medical kit if it is a prescribed medication.
- Stored in the school's emergency kit if it is a medication intended for general use.

Error in Medication

When medication has been administered incorrectly, the school must respond by:

- Following relevant first aid procedures as outlined in the student's Health Support Plan or relevant medical records
- Calling the Poisons Information Line on 13 11 26 to report the incident and provide details
- Acting immediately on the advice given, including calling an ambulance (000) if instructed
- Informing the student's parents, carers, or emergency contact about the error and the steps taken
- Reviewing and updating the school's medication management procedures in response to the incident
- Completing the School Incident's Report
- Conducting a debrief with relevant personnel involved including affected student, staff member and parents/guardians.

Administering Insulin

- Students with diabetes will be given insulin as per their action plan.
- Insulin provided by the parent/guardian and kept in the first aid room fridge. Expiry dates of insulin are checked and recorded on the first day of each month.
- Students are encouraged to self-administer insulin under the supervision of the school Nurse/First Aid Officer(s).
- Students will be monitored for 15-20mins and blood sugar levels checked prior to being released from the First Aid Department.
- Parents/guardians will be advised in writing of the date and time insulin was administered.

Administering Ventolin

- Students with Asthma will be given Ventolin as per their action plan.
- Ventolin and Spacer is to be provided by the parent/guardian, and given to the School Nurse/First Aid Officer(s).
- Additional Ventolin and Spacers are retained by the College for emergencies with expiry dates checked and recorded on the first day of each month.
- Students are encouraged to self-administer Ventolin using a spacer under the supervision of the School Nurse/ First Aid Officer(s).
- Students having an asthma attack will be monitored for at least 15 minutes prior to being released from the First Aid Room. If symptoms worsens, emergency procedures found in the School's First aid Policy will be implemented.
- Parents/guardians will be advised in writing of the date and time Ventolin was administered.

Administering Epinephrine Auto-Injector

- Students with a known allergy or history of anaphylaxis will be administered an epinephrine auto-injector in accordance with their ASCIA Action Plan.
- An epinephrine auto-injector, in the form of an EpiPen or EpiPen Jr, must be provided by the parent/guardian and given to the School Nurse or First Aid Officer(s), along with the student's ASCIA Action Plan.
- The epinephrine auto-injector will be stored according to packaging instructions and kept in the student's individual kit located in the First Aid Room. Expiry dates are checked and recorded on the first day of each month.
- The epinephrine auto-injector must be administered in accordance with the student's ASCIA Action Plan. The school's emergency procedures, as outlined in the First Aid Policy and Anaphylaxis Policy, must also be followed, including but not limited to contacting emergency services.
- The student will be accompanied by a staff member at all times until emergency services take over care.
- Parents/guardians will be notified of the incident as per the Anaphylaxis Policy.
- Parents/guardians must provide an updated ASCIA Action Plan and a new epinephrine auto-injector following an anaphylactic episode.

5.Roles & Responsibilities

School's Duty of Care

When staff are required to assist with medication, they do so as part of their individual duty of care. However, the school retains overall responsibility, as its duty of care cannot be transferred to others.

Due to this reason, staff who distribute medication must:

- Be properly trained and supported
- Have access to help or advice from colleagues
- Clearly understand their responsibilities and how to handle specific situations

Teachers' Duty of Care

Teachers have a heightened duty of care compared to the general public. They may be required to give medication, as long as it falls within their skills, training and abilities. Unlike an ordinary person, a teacher is expected to assist a sick student.

Non-Teaching Staff

Non-teaching staff are not legally bound by the same duty of care but may still be asked to help with student medication. In these cases, the school remains responsible for ensuring proper procedures are followed.

Limits to Duty of Care

In the event of a serious illness or injury, staff are not expected to diagnose or treat serious medical condition outside the scope of delivering appropriate first aid. The responsibility of providing diagnosis and treatment falls under the care of an attending medical practitioner or an ambulance officer.

6.Related Policies & Legislation

Duty of Care Policy
First Aid Policy
Anaphylaxis Policy

Education and Training Reform Act 2006
WorkSafe Compliance Code – First Aid in the Workplace
Occupational Health & Safety Act 2004

Department of Education and Training Victoria. (n.d.). Medication Policy. Victorian Government.
<https://www2.education.vic.gov.au/pal/medication/policy>

Advice to Schools regarding the Distribution of Medicines: Victorian Department of Education, [Medication](#)

7.Communication of this Policy

This policy will be communicated through newsletters, handbooks, meetings, information sessions and the school website.

8.Policy Review

Approved by: Principal and School Board, April 2025
Next review: April 2027