

Dromana College Administration of Medication Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805

PURPOSE

To explain to parents/carers, students and staff the processes Dromana 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, Dromana College encourages parents to arrange for the medication to be taken outside of school hours. However, Dromana College understands that students may need to take medication at school or school activities. To support students to do so safely, Dromana 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) agrees that a written Medication Authority Form can be completed by the student's parents/carers.
- The Principal/School Nurse may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration.

Parents/carers can contact the School Nurse on (03) 5987 2805 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 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 School Nurse/First Aid Officer 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 via their compass.
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.

Storing medication

- No medication is to be stored on the student, in the student's bag or locker. All medication is to be stored in the sickbay with the school nurse/first aid officer or in case of camp/excursion with the teacher in charge of first aid on the day.

The school nurse/first aid officer 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.

Warning

- Analgesics, including paracetamol and ibuprofen, can be stored at school in the sickbay in the locked storage provided as long as the medication is in its original packaging with the students name on it and a medication authority form has been signed and provided. However due to them masking signs of serious illness or injury it will not be used as a standard first line approach to first aid treatments. Verbal consent will only be accepted once after this time only signed written consent on a medication authority form will be accepted.

Dromana College will not:

- 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 whether there is ambulance cover or not.

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](#)
- [First Aid for Students and Staff Policy](#)

Our School policies and documents:

- [Health Care Needs](#)
- [First Aid](#)
- [Medication Authority Form](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	26/07/2021
Approved by	Principal
Next scheduled review date	26/07/2025