Rationale:
Many students attending school require medication to control a health condition, either on a short or long term basis. It is necessary that school staff as part of their legal duty of care, assist students where appropriate, to take their medication. The school will ensure there are clear and precise guidelines to implement the procedures of administering medications to students.

Goals:
- To support the health and wellbeing of students whilst at school by providing assistance and supervision from teaching and administrative staff to ensure that medication is correctly dispensed.
- To ensure that staff and parents/carers are familiar with and understand the correct procedures for administering oral medication to students during school hours and at approved school events.
- The student’s parent/carer may authorise and supply medication for their child to be administered at the school. The school will ensure the student’s privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

Guidelines:
- All medications, including prescription and non-prescription medication, are to be administered by school personnel following the processes and protocols of the school.
- Medications will only be administered with written permission from a parent/carer or the medical practitioner, preferably on a Medication Authority Form. Where information is not provided the parent/carer may be contacted for verbal permission and a medication form sent home for future reference.
- When administering prescription medication on behalf of parent/carers, the medication must be in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered. The medication must be within its expiry date and stored as instructed.
- The Principal or nominee administering medication needs to ensure that:
  - the correct student receives:
    - their correct medication
    - in the proper dose
    - by the correct route (for example oral or inhaled)
    - at the correct time of day.
- Medication must be stored in a secure location to minimise risk to others except for Asthma and Diabetic medication and Epipens which must be near students for easy access.
- Medication is stored for the period of time specified in the written instructions received.
- The Principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. The teachers may be required to release students at prescribed times so they may receive their medications from the nominee.
- The Maryborough Education Centre school medication register will be completed by the person administering the medication.
- Teachers will abide by their duty of care by assisting students to take their medication where appropriate at approved school events.
- Parents and/or carers are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.
- Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan. Where immediate access is required by the student such as in cases of asthma, anaphylaxis or diabetes, the medication must be stored in an easily accessible location. Asthma medication will be kept in the child's bag or locker for the child to access if necessary. The Epipens must be kept within a reasonable distance for the student for staff to access (as per Anaphylaxis guidelines).

Department of Education and Training policy states:

**Self administration:**
Schools should consult with parents/carers or adult/independent students and the student's medical practitioner to determine the age and circumstances by which the student could self-administer their medication.
The school should obtain written permission, preferably in the Medication Authority Form for the student to carry their medication. This is not required for students with Asthma or Anaphylaxis as this is covered by the ASCIA Action Plan for Anaphylaxis and the Asthma’s Foundation’s Asthma Care Plan for schools.
Ideally all medication should be stored by the school. However at the Principal's discretion, students can carry their own medication with them, preferably in the original bottle, when the medication does not have special storage requirements such as refrigeration and doing so does not create potentially unsafe access to the medication by other students.

**Schools should not:**
- 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 blue reliever puffer is not readily available, one should be obtained and given without delay
- 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 family or health practitioner.

This policy will be reviewed as part of the school's 3 year review cycle.

This policy was last ratified by School Council on Tuesday 24th October 2017

Signed:

Paul Rumpff
School Council President.
LINKS AND APPENDICES (including processes related to this policy)
Links which are connected to this policy are:


Appendix which is connected with this policy is

Appendix A: Medication Authority Form
Appendix A

School - Medication Authority Form

Medication Authority Form
For a student who requires medication whilst at school

- This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s School Asthma Action Plan should be completed instead. For those students with anaphylaxis, an ASCIA Action Plan for Anaphylaxis should be completed instead.

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

Name of School: __________________________________________________________________________

Student’s Name: __________________________________________________________________________ Date of Birth: __________________________________________________________________________

Medic-Alert Number (if relevant): __________________________________________________________________________ Review date for this form: __________________________________________________________________________

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.

<table>
<thead>
<tr>
<th>Name of Medication/s</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (e.g. orally/topical/injection)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing: ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing: ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing: ☐</td>
</tr>
</tbody>
</table>
MEDICATION STORAGE
Please indicate if there are specific storage instructions for the medication:

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 person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

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.

AUTHORISATION
Name of Medical/Health Practitioner:

Professional Role:

Signature:

Date:
Contact Details:

<table>
<thead>
<tr>
<th>PARENT/CARER OR ADULT/INDEPENDENT STUDENT** AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Parent/Carer or adult/independent student**:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

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

**Please note:** Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (see Advisory and Policy Guide).