

# Distribution of Medication Policy

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## 1.0 Rationale

Many students attending school need medication to control a health condition. It is necessary that school personnel (as part of their duty of care) assist students, where appropriate, to take their medication

## 2.0 Goal

To ensure the school stores and administers medication correctly.

## 3.0 Implementation

### 3.1 Administering medication:

3.1.1 When administering medication, the school needs to:

- Protect student privacy and confidentiality.
- Ensure all medication to be administered is:
  - Accompanied by written advice providing directions for appropriate storage and administration. This should be in the form of the Medication Authority Form (Appendix A). This form should be completed by the student's medical/health practitioner or parent/guardian.  
**Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's Action Plan.
  - In the original bottle or container, clearly labelled with the name of the student, dosage and time to be administered (prescription and non-prescription), together with a named measuring cup or spoon. If the medication is in tablet form, parents/guardians are to provide the required dosage in a clearly labelled dosette box.
  - Within its expiry date
  - Stored according to the product instructions, particularly in relation to temperature.
- Encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school and before bed.

3.1.2 Teachers in charge of students at the time their medication is required are to release the student from class to obtain their medication.

3.1.3 All students are to be aware of their medication routine, accepting responsibility to attend the sick bay at the appropriate times.

3.1.4 The principal (or nominee) must ensure that:

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled); and

# Distribution of Medication Policy

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- at the right time.
- 3.1.5 A medication log or equivalent official medications register should be used by the person administering the taking of the medicine. Good practice is to have two staff members supervising the administration of the medication and checking the information noted on the medication log.
- 3.1.6 Schools should not:
- 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 family or health practitioner
  - Allow use of medication by anyone other than the prescribed student – except in the case of a life threatening emergency, for example, a student is having an asthma attack and their own puffer and the school emergency puffer is not readily available

## 3.2 Storing medication:

- 3.2.1 Schools should ensure:
- Medication is stored for the period of time specified in the written instructions received.
  - The quantity of medication provided does not exceed a week's supply, except in long term continuous care arrangements.
  - Parents are advised that it is their responsibility to bring their child's medication to the school office prior to 9.00am where it will be securely stored. Parents need to notify the class teacher of their child's medication requirements after the delivery of the medication and completed Medication Authority Form to the school office.
  - 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 the classroom, and not in school bags.
    - Away from the first aid kit.

## 4.0 Resources

Links which are connected with this policy are:

[DET Medication Policy](#)

[DET Anaphylaxis Policy](#)

[DET Health Support Planning Policy](#)



# Distribution of Medication Policy

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[Asthma Society Webpage](#)

Appendices which are connected with this policy are:

Appendix A: Medication Authority Form

## **5.0 Evaluation**

This policy will be reviewed every three years as part of the school's review cycle.

## **6.0 End of Document**



## Appendix A



### 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. These forms are available from : [DET Health Support Planning Policy](#)

**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: \_\_\_\_\_

**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.

MEDICATION REQUIRED				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>
				Start Date:
				End Date:
				Ongoing: <input type="checkbox"/>

**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



# Distribution of Medication Policy

SELF-MANAGEMENT OF MEDICATION
<p>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.</p> <p>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:</p>

**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. Please contact the school directly or FOI Unit on (03) 9637 2670.

AUTHORISATION	
Name of Medical/Health Practitioner:	
Professional Role:	
Signature:	
Date:	
Contact Details:	

PARENT/CARER OR ADULT/INDEPENDENT STUDENT** AUTHORISATION	
Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

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