Belgrave South Primary School

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ADMINISTRATION OF MEDICATION POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact school contact Belgrave South Primary school

PURPOSE
To explain to parents/carers, students and staff the processes Belgrave South Primary School 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.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

POLICY
If a student requires medication, Belgrave South Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Belgrave South Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Belgrave South Primary School 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 amounts
    - 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 DET Administration of Medication Template

- 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 Belgrave South Primary School for a Medication Authority Form.

Medication Management Procedures
All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/carers by way of filling out either the Medication Authority Form (request from office staff) and with the relevant documentation from the student's medical/health practitioner or a Medication Request-Occasional form. (request from office staff)
In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Administering Medication

All medication to be administered at school must be:

a. dropped off and collected at the general office by the student's parent/carer

b. accompanied by Medication Authority Form or Medication Request-Occasional Form providing directions for appropriate storage and administration, specifying the name of the student, dosage and time to be administered. The Occasional request form must also outline the dates for the medication to be administered.

c. accompanied by appropriate device to administer (if applicable)

d. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered (for prescription medication)

e. within its expiry date stored according to the product instructions, particularly in relation to temperature.

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.

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. This is preferably recorded in or attached to the Medication Authority Form. Note:

- this is not required for students with asthma or anaphylaxis as this is covered under the student's ASCIA Action Plan or Asthma Action Plan.
- Belgrave South Primary School not permit a student to carry or self-administer a controlled medication or benzodiazepine at school, such as dexamphetamine or methylphenidate (Concerta, Ritalin). Note: it is the responsibility of parents/carers to notify the school if a medication is controlled.

The Principal (or their nominee) will put in place arrangements so that medication is stored:

Storing medication

- 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.
- The School Medications Register will be signed off by a staff member supervising the administration of medication and checking the information noted on the medication log.

For most students, Belgrave South Primary School will store student medication in a high cupboard in the Main Office photocopying room in individual label boxes and signed student forms indicating when the medication was given and by whom for each student.

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.

Belgrave South Primary School will not:

- in accordance with Department of Education and Training 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.

Student Information
Parents/carers of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.
Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan, which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.
Care and Arrangements for ill Students
All staff at Belgrave South Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: NURSE-ON-CALL.
Staff will communicate students' health problems to their parents/carers as necessary.

General Care Arrangements
If a student feels unwell, they will be sent to the first aid room where HLTAID003 trained staff will:
• assess a range of signs and symptoms
• take action based on the signs and symptoms • immediately seek emergency assistance where necessary.
All staff have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
• contact parents/carers to request that they take their children home where necessary.

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 staff briefings/meetings as required
  - Reminders on Compass
  - Hard copy available 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:

http://www.belgravesouthps.vic.edu.au/ Under Policies

Anaphylaxis Policy 2026

Asthma Policy 2026 First aid policy

DET Specific Condition Support

• Medication Authority Form

• Medication Request -Occasional Form

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Approved by	Principal
Consultation	Belgrave South Primary School Council
Next scheduled review date	May 2029

EVALUATION
The policy will be evaluated annually to ensure any updates by the Department are reviewed and added where necessary to the policy.