



Help for non-English speakers

If you need help to understand the information in this policy please contact the front office on 9744 0500.

Purpose of this policy:

The purpose of this policy is to ensure Sunbury Downs College stores and administers medications correctly. The policy adheres to the importance that requests are managed in a manner that is appropriate to ensure the safety and privacy of all students and staff, and upholds the legal duty of care of staff.

This policy relates to all medications including prescription and non-prescription medication

Aim:

- Protect student privacy and confidentiality to avoid any stigmatization
- Ensure teachers abide by their duty of care by assisting students to take their medication where appropriate.
- Ensure all medication to be administered is:
 - Accompanied by written advice providing directions for appropriate storage and administration
 - **In the original bottle or container clearly labelled with the name of the student, dosage and time to be administered**
 - 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.

Authority to administer:

- *This table below outlines the authority of the College to administer medication.*

Item	Description
Written advise and directions	Sunbury downs College should obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the Principal may agree that the form be completed by parents/guardians or adult/independent students Note: 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. See Related policies for: • Asthma • Anaphylaxis • Health Support Planning forms.
Clarifying directions	In the event that clarification is needed, the College will seek:



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	• Clarification about medication from the parents/guardians or adult/independent student, who may need to contact the prescribing medical/health practitioner. • General information relating to safe medication practices, ensuring that the identity of the individual student is not provided to local or hospital pharmacists.
Administering	The Principal, or their nominee will ensure the correct student receives: - Their medication - In the proper dose - Via the correct method, such as inhaled or orally - At the correct time of day - A log is kept of administering Teachers in charge of students at their time the medication is required: - Are informed that the students' needs to be medicated - Release the student from class to obtain their medication
Recording	A medication log or an equivalent official medications register should be used by the person administering the taking of medicine. Good practice is to have two staff members: - Supervising the administration of medication - Checking the information noted on the medication log The College can observe and document behaviours for the student's medical/ health practitioner.
Warnings	The College will 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. Note: Only in a life threatening emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.
Self-Administering	The College will consult with parents/guardians or adult/independent students and the student's medical/health practitioner to determine the age and circumstances by which the student could self-administer their medication. The College should obtain written permission from the medical/health practitioner or the parents/guardians, 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 under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's School Asthma Action Plan Ideally, the self-administered medication should be stored by the school. However 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.



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	Also 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 • Doing so does not create potentially unsafe access to the medication by other students.
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Storing medication:

The College will 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

Medication is stored:

- Securely to minimize risk to others
- In a place only accessible by staff who are responsible for administering the medication
- Away from the classroom
- Away from the first aid kit.

Medication error:

This table describes how schools respond when a student has taken medicine incorrectly.

Step	Action
1	If required, follow first aid procedures outlined in the: • Student Health Support Plan, or • Anaphylaxis Management Plan.
2	Ring the Poisons information Line, 13 11 26 and give details of the incident and student.
3	Act immediately upon their advice, such as calling an ambulance, on 000, immediately if you are advised to do so.
4	Contact the parents/guardians or the 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.



POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	3 March 2025
Next scheduled review date	February 2028