

Ringwood Secondary College

Administration of Medication Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Ringwood Secondary College on (03) 9870 2002.

Ringwood Secondary College is committed to creating and maintaining a child safe and child-friendly organisation. The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359](#) provides the framework for child safety in schools.

Purpose

To explain to parents/carers, students and staff the processes Ringwood Secondary College will follow to safely manage the provision of medication to students while at school or during 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 College's Anaphylaxis Policy
- the provision of medication for Asthma which is provided for in our College's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

Policy

If a student requires medication, Ringwood Secondary College encourages parents to arrange for the medication to be taken outside of school hours. However, Ringwood Secondary College understands that students may need to take medication at school or during school activities. To support students to do so safely, Ringwood Secondary 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 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) 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 (or their nominee) 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).
- On enrolment, Ringwood Secondary College obtains permission from parents/guardians for the following medications that may be requested during the school day or on camps: Paracetamol, Ibuprofen and Antihistamine. If permission is denied for any of these medications, it is reflected on the student's Compass, visible to all staff.

Parents/carers can contact Ringwood Secondary College 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
- name of the medication
- 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 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 during 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. When medication is administered it will be recorded via a Compass entry or log.
3. 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 (or their nominee) 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 (or their nominee) decides to allow a student to self-administer their medication, they 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.

STORING MEDICATION

The principal (or their nominee) 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.

For most students, Ringwood Secondary College will store student medication in First Aid.

The principal (or their nominee) may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- 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.

WARNING

Ringwood Secondary 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 Ventolin 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.

Communication

This policy will be communicated to our school community in the following way:

- 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](#)

Policy status and review

Assistant Principal is responsible for reviewing and updating the Administration of Medication Policy at least every three years.

Approval

Policy last reviewed	13 December 2023
Approved by	School Council and Rosina Fotia (Principal)
Next review date	December 2026