Administration of Medication Policy

Purpose
To explain to parents/carers, students and staff the processes Frankston High 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.

Policy
If a student requires medication, Frankston High School encourages parents to arrange for the medication to be taken outside of school hours. However, Frankston High School understands that students may need to take medication at school or school activities. To support students to do so safely, Frankston High 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 regarding prescribed medication 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.
- 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 Frankston High School Administration/First Aid Staff, 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
- the dosage required
- the time the medication needs to be administered
- date of Expiry on all packaging supplied.

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:

- 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.
- A log is kept of medicine administered to a student.
- Where possible, two staff members will supervise the administration of medication.
- 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.

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, Frankston High School will store student medication at the School's First Aid Office, in a locked cabinet that is clearly labelled.

The Principal 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.

Frankston High School Will Not:

- In accordance with Department 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.

School Camps
When students attend a school camp, Frankston High School acknowledges that they may require medication for the unforeseen management of pain. To support students in taking medication safely, the school will follow the procedures outlined in this policy.

Each camp will have a qualified First Aider who is responsible for administering medication and responding to student health needs. Where parent/carer consent has been provided via the Medical Information Form (including a medical authorisation section), over-the-counter medication (e.g., paracetamol, ibuprofen) may be administered to students as needed.

All medications brought to camp, including over-the-counter and prescribed medications, will be kept securely with the designated Frankston High School First Aider. Any medication brought to the school camp needs to be clearly labelled with:

- the student's name
- the dosage requirements
- 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.

Medication will only be administered in accordance with the dosage instructions specified on the Medical Information Form and only when consent has been provided. Where possible (e.g., if mobile reception is available), the First Aider will attempt to contact the parent or carer to inform them of the student's health concern.

If prior consent has **not** been provided, the First Aider must obtain written consent from the parent/carer using the Medication Authorisation Form before administering any medication.

During the school camp, if a student needs to take medication, the First Aider will ensure that:

1. Medication is administered to the student in accordance with the Medication Information Form (including a medication authorisation section) 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 the activity to obtain their medication.

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 ways:

- Included in staff induction processes
- Available publicly on our school’s website
- Included in transition and enrolment packs
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- 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 Policy

Our school policies and documents:

- Asthma Policy
- Anaphylaxis Policy
- Health Care Needs Policy
- Head Injury & Suspected Concussion Policy

Forms associated with this policy include:

- Medication Authority Form

Policy review and approval

Policy last reviewed	March 2026
Consultation	School Council September 2025
Approved by	Principal March 2026
Next scheduled review date	March 2029