WARRINGA PARK SCHOOL

MEDICATION POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

To explain to parents/carers, students and staff the processes Warringa Park 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:

- All Warringa Park School Campuses
- All staff, including casual relief staff and volunteers
- All students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

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, Warringa Park School encourages parents to arrange for the medication to be taken outside of school hours. However, Warringa Park School understands that students may need to take medication at school or school activities. To support students to do so safely, Warringa Park 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 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.
- Parents/carers must arrange for written advice to be provided in a Medication Authority Form [For a template form see 'Resources' on Administration of Medication Template Policy webpage] except for:
    - general first aid medication
    - asthma medication – covered in the Asthma Action Plan
    - anaphylaxis medication – covered in the ASCIA Action Plan for Anaphylaxis
    - epilepsy emergency medication – covered in the Epilepsy Emergency Medication Plan.

If a medication is prescribed, or given every day, parents/carers must provide written evidence from the student's medical/health practitioner that it is needed. Acceptable written evidence includes:

- the Medication Authority Form signed by the prescribing health practitioner; or
- prescribed and dispensed medication in its original container or packaging with a current and original label (pharmacy label) that is stored at school; or
- original label (pharmacy label) directly sighted and photocopied by school staff; or
- a signed letter from the prescribing health practitioner (for example, GP or specialist letter or hospital discharge letter); or
- a completed and signed action or management plan from the prescribing health practitioner.

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 [insert school contact] 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.

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.

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, Warringa Park School will store student medication in a locked medication cabinet in the classroom.

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.

Warning

Warringa Park 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.

Commencement or Change of Medication

When a student is commencing a new medication, or there has been any change to an existing medication dosage, the following requirements apply:

- Students must remain at home for a minimum of 24 hours after:
    - starting a new medication, or
    - any change in medication dosage.
- This period is required to allow for monitoring of potential side effects, adverse reactions, or changes in presentation.
- School staff are not responsible for monitoring students for adverse reactions or side effects associated with new medications or dosage changes.
- Parents/carers are strongly encouraged to commence or adjust medications outside of school days, such as on weekends or during school holidays, to minimise disruption to the student's learning.
- Students may return to school once:
    - the 24-hour monitoring period has been completed, and
    - the student is assessed by parents/carers as well enough to attend.

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.

Medication error
If a student takes medication incorrectly, staff will endeavour to:

1. If required, follow first aid procedures outlined in the student's Health Support Plan or other medical action/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/guardians or emergency contact person to notify them of the medication error and action taken
5. Review medication management procedures at the school considering the incident

Camp Medication Administration

1. Camp Medication Authority Form must be completed and signed by a parent/carer
2. All Camp Medication Authority Forms must a photo of the student to reduce medication errors
3. Two (2) staff members must be allocated to give medication
4. Each medication must be co-signed by both staff members
5. The two (2) staff members responsible for giving the medication must know the first and last name of the student and must compare the photo on the Camp Medication Authority Form to the student
6. Medication needs to be prepared by both staff and both staff need to witness the administration of the medication prior to signing
7. Staff need to follow the 7 Rights of Medication Administration
    - Right Child
    - Right Medication
    - Right Dose
    - Right Time
    - Right Route
    - Right Reason
    - Right Documentation

Festival Days
On festival/special event days at school, an email/bulletin will be sent out by learning centre leaders to confirm the arrangement for medication administration that day.
Learning centre leaders are to co-sign all medication on the day for their area, where possible. However, if they are unavailable, this responsibility can be allocated to the PLT leader or nurses.
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:

- Available publicly on our school's website [
- 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 REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	Principal
Next scheduled review date	March 2029