

ADMINISTRATION OF MEDICATION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Endeavour Hills Specialist School on 9113 4100

PURPOSE

To explain to parents/carers, students, and staff the processes that Endeavour Hills Specialist School will follow to safely manage the provision of medication to students while at school or during off-site 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

Endeavour Hills Specialist School provides highly individualised programs of learning for students with a disability and high needs who have a diagnosis of autism spectrum disorder, a language disorder and/or an intellectual disability. The school welcomes students from 5 to 18 years of age.

To support the complex needs of the students at Endeavour Hills Specialist School, the Health and Wellbeing Team provides support at three levels, these are:

- School wide processes – the Health and Wellbeing Leader coordinates support staff and delegates roles and responsibilities for health and wellbeing processes.
- Learning neighbourhood – the Team Leader of each learning neighbourhood coordinates and delegates health and wellbeing processes for individual students.
- Specialist supports – the Team Leader of specialist staff coordinates and delegates roles and responsibilities for therapeutic intervention and services.

The Endeavour Hills Specialist School Health and Wellbeing group meet on a regular basis to discuss students' needs. The Principal holds a daily briefing that provides an opportunity to update staff on changes to student plans.

Endeavour Hills Specialist School understands that students may need to take medication at school or during off-site activities. To support students to do so safely, Endeavour Hills Specialist 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; and
 - the dosage amount; and
 - the time the medication is to be taken; and
 - how the medication is to be taken; and
 - the dates the medication is required, or whether it is an ongoing medication; and
 - 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, the student's parent/carer.
- 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 request a Medication Authority Form from the nurse.

Note: Template for a Medication Authority form is available here - <https://www.education.vic.gov.au/PAL/medication-authority-form.docx>

Administering medication

Any medication brought to school by a student needs to be provided in its original packaging and clearly labelled with:

- the student's name; and
- the dosage required; and
- 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 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 an off-site activity, the Principal (or their nominee) will ensure:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication; and
 - in the proper dose; and
 - via the correct method (for example, inhaled or orally); and
 - at the correct time of day.
2. A log is kept of medicine administered to a student. (*Note: Template for a Medication Administration log form is available here - <https://www.education.vic.gov.au/PAL/medication-administration-log.docx>*)
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 advised that the student needs to receive their medication and if necessary, will 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 as part of a student's developing independence learning program. The Principal may consult with their Student Support Group, 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, Endeavour Hills Specialist School will store student medication in the first aid room. Some students may have medications that require immediate provision. In such cases, 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 Learning Community if quick access might be required; or
- 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; and
 - doing so does not create potentially unsafe access to the medication by other students.

Warning

Endeavour Hills Specialist 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, 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
- Included in staff handbook
- Discussed at staff briefings/meetings as required
- Available in hard copy from office staff upon request

- Available publicly on the website

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Medication Policy](#)
- [First Aid for Students and Staff Policy](#)

The following school policies are also relevant to this policy:

- Asthma Policy
- Anaphylaxis Policy
- First Aid Policy
- Health Care Needs Policy
- Medication Authority Form
- Medication Administration Log

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	February 2030