



BFPS MEDICATION POLICY

DUE FOR REVIEW

July 2028

PURPOSE

To explain to parents/carers, students and staff the processes Banyan Fields Primary 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, Banyan Fields Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Banyan Fields Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Banyan Fields Primary 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:
 - o the name of the medication required
 - o the dosage amount
 - o the time the medication is to be taken
 - o how the medication is to be taken
 - o the dates the medication is required, or whether it is an ongoing medication
 - o 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).

Parents/carers can contact Banyan Fields Primary School's office or sickbay 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
- Medication needs to be in a new box.

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, Banyan Fields Primary School will store student medication at sickbay.

The principal and or first aid officer 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

Banyan Fields Primary 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, 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.
- 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 for Students and Staff Policy](#)

Our School policies and documents:

First Aid Policy

Anaphylaxis Policy

Asthma Policy

Health Care Needs

Medication authority form – Appendix A

Medication Administration Log – Appendix B

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Approved by	Principal
Next scheduled review date	July 2028

Appendix A



Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available from the Australasian Society of Clinical Immunology and Allergy (ASCI): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

Please only complete those sections in this form which are relevant to the student's health support needs.

Name of School: _____

Student's Name: _____ Date of Birth: _____

MediAlert Number (if relevant): _____ Review date for this form: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (e.g. orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

Please indicate if there are specific storage instructions for the medication:

Appendix C - Authority to administer

This table describes how schools obtain authority to administer medication.

Item	Description
Written advice and directions	Schools 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 can be completed by parents/guardians or adult/independent students (see: Department resources).
Clarifying directions	<p>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.</p> <p>See: Related policies for:</p> <ul style="list-style-type: none"> ■ Asthma ■ Anaphylaxis ■ Health Support Planning forms. <p>School should get:</p> <ul style="list-style-type: none"> ■ 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 medication

Item	Description
Administering	<p>The principal, or their nominee must ensure:</p> <ul style="list-style-type: none"> ■ that the correct student receives: <ul style="list-style-type: none"> - their correct 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 medicine administered ■ teachers in charge of students at the time their medication is required: <ul style="list-style-type: none"> - are informed that the student needs to be medicated - release the student from class to obtain their medication.
Recording	<p>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:</p> <ul style="list-style-type: none"> ■ supervising the administration of medication ■ checking the information noted on the medication log. <p>Schools can observe and document behaviours for the student's medical/health practitioner.</p> <p>Note: It is not the school's role to:</p> <ul style="list-style-type: none"> ■ interpret behaviour in relation to a medical condition ■ monitor the effects of medication.

See: Medication Administration Log (Word - 51Kb) (doc - 70.5kb)

Warnings

Schools should 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

Item	Description
Specialised procedures Self administration	<ul style="list-style-type: none"> ■ 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. <p>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.</p>
Storing medication	<p>For information on specialised medical procedures such as injections or rectal valium see: Complex Medical Care Support.</p> <p>Schools should 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.</p> <p>The school 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 Asthma Care Plan for Schools.</p> <p>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. Also at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, when:</p> <ul style="list-style-type: none"> ■ 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.
Medication error	<p>Schools should ensure:</p> <ul style="list-style-type: none"> ■ 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: <ul style="list-style-type: none"> ■ securely to minimise 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.

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: <ul style="list-style-type: none"><li data-bbox="272 365 699 392">■ Student Health Support Plan, or<li data-bbox="272 398 635 425">■ Anaphylaxis Management Plan. See: Related policies for:<ul style="list-style-type: none"><li data-bbox="272 472 459 499">■ Anaphylaxis<li data-bbox="272 506 547 533">■ Health Care Needs.

Step	Action
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- 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 notified them of the medication error and action taken.
- 5 Review medication management procedures at the school in light of the incident.