



H011	Administration of Medicine
Purpose	To provide guidelines to be observed for the storage, administration, and recording of medication for students. This includes prescription and non-prescription medication.
Authority	School Education Act 1999 Health Act 1986
National Principles for Child Safe Organisations	<p>Principles</p> <ul style="list-style-type: none"> 3. Families and communities are informed and involved in promoting child safety and wellbeing. 7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training. 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
Policy	JCSA will distribute student medicine in conjunction with a student health plan or one-off non-prescription Panadol, Ibuprofen or Loratadine if a student reports pain, headache or minor allergy; and approval has been given by the parent. The school has processes in place for monitored administration on school days, camps, and excursions.
Delegation	Management
Related Policies	Chronic Illness and Allergy (H001) Health Records Management (H004) Mental Health, Suicide and Non-Suicidal Self-Injury (H006)
Date approved	Nov 2013; Nov 2018; Apr 2023
Next Review Due	April 2026
Review Authority	Management
Keywords	Monitor; medication; administration; correct dosage
Authorised by:	
Chairman	
Date	
Reviewer :	C Brearley – April 2023



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
3	Apr 2023	Add version management table, add NPCSO. Add ibuprofen & Loratadine. Minor wording changes.	C Brearley



H011

Administration of Medicine Procedure

The school has a duty of care to provide a safe environment for the students under their supervision. The school will respond to all or any elements of foreseeable risk and take reasonable steps to ensure that the health of the student is not put at risk. Refer to **H001 Chronic Illness & Allergy Policy** for procedures to manage response to anaphylaxis, asthma, diabetes and epilepsy.

PROCEDURE – SCHEDULED STUDENT MEDICINE

1. Parents are to provide a student health plan from a medical professional for students taking scheduled prescriptions, e.g., for asthma, allergies, diabetes, anaphylaxis etc. The plan should include details regarding circumstances for use. This plan is to be attached to the student's record file.
2. The school will ensure that all relevant staff are informed of students who are at risk of particular medical problems. In cases where particular script medication is required the relevant staff will be informed on the procedures required for the administering of that medication. Parents may request a teacher's assistance in administering scheduled medication to a student either by storing/dispensing or reminding the student to take medication. The teacher will arrange for the medicine to be stored securely in a locked box unless the medication is self-administered. The medicine must be stored in its original container and be used within its expiry date.
3. A staff member will administer the medicine in accordance with the prescribed instructions.

PARACETAMOL – ISSUING PROCEDURE

1. Parents are required to notify the school on enrolment if they consent to their student receiving paracetamol in the event of pain or a headache. Reception keeps a record of parents who have consented.
2. The medicine will be stored in the school office. The medicine must be stored in its original container and be used within its expiry date.
3. The receptionist or teacher will administer the medicine.
4. A record of the dosage, person administering and reason for administering is to be maintained in the student's file.
5. A notification is sent to parents on the day of the dosage. Some parents request notification before medication is administered.
6. It is the responsibility of the school receptionist to monitor medication administration to ascertain patterns or habits which may develop.

IBUPROFEN, LORATADINE – ADDITIONAL PROCEDURES

1. Reception or teacher contact parent for consent before administering a student with Ibuprofen or Loratadine (Antihistamine).
2. Follow steps 2-6 as above.