



# ADMINISTRATION OF MEDICATION

DROMANA PRIMARY SCHOOL



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Primary School on 03 5987 2367 or [dromana.ps@education.vic.gov.au](mailto:dromana.ps@education.vic.gov.au).

## PURPOSE

To explain to parents/carers, students and staff the processes Dromana 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, Dromana Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Dromana Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Dromana Primary School will follow the procedures set out in this policy.

### 1. 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.
- 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 Dromana Primary School Office for a Medication Authority Form.

## 2. 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.

## 3. 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, Dromana Primary School will store student medication at the school First Aid room.

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.

#### 4. Warning

Dromana Primary School will not:

- in accordance with Department of Education 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.

#### 5. 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
- Discussed at parent information nights/sessions
- 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
- Health Care Needs
- Medication Authority Form
- Medication Administration Log

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	April, 2026
Approved by	Principal
Next scheduled review date	Before March, 2030

This policy should be read with Dromana Primary School's *First Aid, Administration of Medication, Asthma* [Delete if your school does not have an Asthma Policy] and *Anaphylaxis* policies.

From time-to-time staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### 1. Staffing

The Principal will ensure that has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. [NOTE: Under the Minimum Standards for school registration schools are required to keep a current register of staff trained in first aid. You should ensure the name, first aid qualification and date of expiry is included in this register. You can either use this policy to include these details, your online EMP or any other document.]

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### 2. First aid kits

Dromana Primary School will maintain:

- A major first aid kit which will be stored [insert location].
- [Insert number, schools need at least 1] portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - [insert location/s]

[Insert staff member position] will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

### 3. Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day, they may be directed to [the sick bay/insert appropriate area name in your school] and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

### 4. First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

### 5. First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Dromana Primary School will notify parents/carers [insert school level process, i.e. sending a note home to parents/carers, email, phone call].

- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Dromana Primary School will:
  - record the incident on [insert school level process i.e. through your school's preferred third party provider or eduSafe Plus]
  - [NOTE: only schools who are using edusafe Plus to report first aid treatment should include this dot point. Otherwise, it can be deleted] If the first aid treatment is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, the eduSafe Plus Sick Bay form is used.
  - if first aid was administered in a medical emergency, follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with guidance from the Department of Education, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## COMMUNICATION

[Under the VRQA's Guidelines to the Minimum Standards for School Registration, schools are required to have evidence of how they communicate this policy to staff, students, parents, guardians and the school community. One way of producing this evidence is to include this Communication section in the policy. An alternative or additional method is to list all your school's policies in a spreadsheet and outline the communication method your school uses next to each policy. You can adapt our consolidated spreadsheet of all policies for this purpose - refer to [Communicating our Policies](#).

It is important to give careful consideration as to the most effective method of ensuring your school community are aware of and understand the requirements under this policy.]

This policy will be communicated to our school community in the following ways: [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]

- Available publicly on our school's website [or insert other online parent/carer/student communication method]
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

The following school policies are also relevant to this First Aid Policy: **[insert details of your related school policies. A sample list is provided as follows]**

- **Administration of Medication Policy**
- **Anaphylaxis Policy**
- **Asthma Policy**
- **Duty of Care Policy**
- **Health Care Needs Policy**

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	<b>[insert date]</b>
Approved by	Principal
Next scheduled review date	Before <b>[month, year – noting a 4-year review cycle]</b>