



Administration of Medication Policy

Purpose:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities	
Scope:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: Jan 2023
Authorised by:		Date of Authorisation Feb 2025
References:	<ul style="list-style-type: none"> • Education and Care Services National Law (Queensland) • Education and Care Services National Regulations: Reg 85-87; 90; 92-96; 161-162 • National Quality Standard • Australian Privacy Principles • SVSS Administration of Medication Procedure • SVSS Privacy Policy • SVSS Substance Management Plan (Medication) 	
Review Date:	Every 2 years	Next Review Date: Feb 2027
Policy Owner:	School Director	

Policy Statement

Samford Valley Steiner School (SVSS) is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In order to ensure that students have this access to a reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

SVSS is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

The service will ensure that medication is not administered to a child being educated and cared for by the service unless:

- administration is authorised; or
- administration is due to a case of an anaphylaxis or asthma emergency; and
- medication is administered in accordance with this Policy and the related SVSS

Administration of Medication Procedure

SVSS will allow medication to be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. In this case, the service will ensure that a parent of the child and emergency services are notified as soon as practicable.

Authorisation and Documentation

SVSS will ensure that a Medication Record is kept for each child to whom medication is to be administered to by the school.

Authorisation to administer medication will be included in a child's Medication Record. In the case of emergency, authorisation can be given verbally by:

- a parent or a person named in the child's enrolment record as authorised to consent to administration of medication, OR
- if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

Written notice that emergency medication has been administered will be given to a parent or other family member of a child as soon as practicable.

In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

SVSS requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

SVSS will keep the following records as outlined in the SVSS Administration of Medication Procedure:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action or emergency plans, as required¹

SVSS will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.

¹ As of 1 March 2017 individual student health plans are required for administering Medicinal Cannabis using the Queensland Health [Medicinal Cannabis Management Plan](#) template. You are also required to notify Queensland Health via a [Notification of Medicinal Cannabis Management Plan](#).

Administering medication

If the medication has been prescribed by a registered medical practitioner, SVSS will administer the medication from its original container, before the expiry or use by date and bearing the original label with the name of the child to whom the medication is to be administered.

If the medication has not been prescribed by a registered medical practitioner, the service will administer the medication from its original container, before the expiry or use by date and bearing the original label and instructions.

SVSS will ensure that medication is administered in accordance with any instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner.

SVSS will ensure the dosage of the medication and the identity of the child to whom the medication is to be administered has been checked and documented by an employee other than the person administering the medication.

Expired medication will not be administered.

Self-administration of medication by students

Self-administration may apply to students who are assessed by their parents and/or medical practitioner as capable and as approved by the School Director as appropriate.

Storing medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the SVSS Administration of Medication Procedure.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff, as outlined in the SVSS Administration of Medication Procedure.

Staff training

SVSS will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.

Definitions

- **Prescription medication** means medicine within the meaning of the *Therapeutic Goods Act 1989* (Cth); that is:
 - a) Authorised by a health care professional; and
 - b) Dispensed by a health care professional with a printed label that includes the name of the medication, the name of the child being prescribed the medication, the medication dosage and manner, and expiry date
- **Non-prescription medication:** over-the-counter medication, including vitamins and cultural herbs or homeopathic medication, that may have been recommended by an alternative health care professional. AND/OR
- **Emergency medication**
- **Routine medication**
- **Non-routine medication**

Responsibilities

School Responsibilities

SVSS acknowledges its responsibility to:

- Ensure that the commitments in this Policy Statement are adhered to, particularly with regard to administering medication when authorised and according to the process outlined in this Policy
- Administer medication to students in line with this Policy and the related Procedures to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when appropriate and approved
- Keep appropriate records:
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plan

Staff Responsibilities

At SVSS employees have a responsibility when administering medication to:

- Attend any training required by SVSS to enable them to safely administer medication
- Administer medication in line with this Policy and the related Procedures

Parent Responsibilities

At SVSS parents have a responsibility to:

- Be aware of and act in accordance with this Policy and related procedures
- Provide SVSS with any medication the service may be required to administer to the child, in accordance with the child's medical management plan and any SVSS Medical Condition Management plans;
- Ensure that medication provided to SVSS is within its expiry date, and safely collect and remove from the service any medication once expired
- Assist in the keeping of an appropriate Medication Record for their child
- Provide and keep updated authorisations for the administration of medication
- Provide SVSS with any updated information or changes to their child's medication as soon as reasonably practicable, or when requested by the service at least annually.

Students

At SVSS students have a responsibility to:

- Act in line with this Policy and the related Procedures
- Allow employees to safely administer medication to them, including swallowing any oral medication

Implementation

- Staff awareness of this policy and any necessary training
- Keep appropriate records:
 - Requests from medical practitioners and/or parents to administer medication
 - Logs of medication in and out of the school
 - Documentation of the administration of the medication should be kept for at least two years, including:
 - The name of the person the medication was administered to
 - The name of the person who administered the dose
 - The date of administration
 - The time of administration
 - The dose of administered
 - Individual student health, action or emergency plans, as required

Compliance and Monitoring

- All records to be stored in Teacher Kiosk under the student file
- Any medications kept on site should have expiry date checked each term
- Individual student health, action or emergency plans, are updated as required
- Teachers on camp should have all medication forms and medication provided and administered as per this policy