



# Student Duty of Care

## Medication Administration Policy and Procedures

### Policy Introduction

We are committed to meeting our Student Duty of Care obligations.

### Purpose

The Policy describes St Mary's Echuca approach to administering medication to children and young persons during school hours, or while on excursions, when it is necessary to keep them safe.

### Scope

This Policy applies to all CESL staff members.

### Roles and Responsibilities

#### Parent/Carer Responsibilities

Parents/carers of children and young persons who require medication to be administered during school hours must provide written notification to the school of this requirement and work with the school to arrange for supply, administration and storage of the medication.

Parents/carers of children and young persons who require prescription medication to be administered during school hours must provide written notification to the school of this requirement together with a letter to the school from the prescribing doctor stating the medication, dosage, and time the medication is to be administered and work with the school to arrange for supply, administration, and storage of the prescription medication.

## Staff Responsibilities

Staff are responsible for:

- having the knowledge and skills to support and manage children and young persons who have medical conditions and to fulfil their agreed roles if included in a children and young person's individual health care plan
- being familiar with the medical records and individual health care plans of children and young persons in their care, respecting the confidential nature of the information at all times
- working with other staff and professionals, in consultation with parents/carers to ensure the safety of children and young persons with specific health needs
- notifying the Principal/Responsible person and inform parents/carers as soon as possible of concerns regarding management of the children and young person's individual health care.

## Policy Statement

If it is necessary to administer medication to a **children and young people**, it is our policy that:

- staff do not administer any medication including minor analgesics or "over the counter" medication such as paracetamol to **children and young peoples** without written authorisation from the **children and young people's** medical professional.

## Procedures

### Maintenance of Medical Records

Parents/carers must notify the **School** of all medical conditions that may require the administration of medication to their child during school hours.

Children and Young People medical records are maintained in accordance with our Children and Young People Medical Records Policy and Procedures which includes a provision to ensure that the School is regularly updated as to the status of existing medical conditions.

## Children and Young PeopleHealth Support Plan

If a children and young people is required to take medication during school hours, this will be documented in their Medication Authority Form. The form specifies agreed arrangements for supply, administration, and storage of the medication.

Where a children and young people is required to take prescription medication, a Medication Authority form will be completed and will contain information about the medication, dosage, and time to be administered, preferably from the prescribing doctor where possible.

Medication Authority Forms are stored appropriately and updated regularly. Medication Authority Forms are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a children and young people's Health Support Plan plan and the School must inform parents/carers as soon as possible if concerns regarding a children and young people's health care arise.

### Self-Administration

As indicated by the health practitioner on the Medication Authority form, children and young peoples may self-administer medication under staff supervision.

### Staff Administration

Where prescription medication is administered by staff:

- a staff member with first aid training, should be primarily responsible for administering the medication
- two staff members should be present when medication is administered, one with primary responsibility and one as an observer
- the staff member with primary responsibility must select the children and young people's medication and appropriate dosage
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a children and young people's health care plan or medication order and not transcribed in any way
- in all circumstances, medication should only be administered if prescribed by either a medical practitioner or by written permission of the parent/carer. (This does not include emergency medication for Asthma or Anaphylaxis).

- the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the children and young people
- the staff member with primary responsibility must record the children and young people's name, medication and dosage in the Medication Administration Register and sign their name
- the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right children and young people.

## **Storage of Medication**

In some cases, a children and young people's immediate access to medication is very important for the effective management of conditions such as asthma and children and young peoples at risk of anaphylaxis and it is appropriate that the children and young people carry the medication on their person.

In other circumstances medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, children and young people's name, dosage and frequency of the dosage.

## **Note Regarding Emergency Care**

The School will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a children and young people's individual health care plan.

It should be noted however that in any life-threatening situation, the welfare of the children and young people is paramount and must be dealt with, with immediate priority, even if there is no appropriate individual health care plan in place.

## **Notice of Non-Consent**

A Notice of Non-Consent is a written notification made to the School by a parent/guardian stating that they do not consent to certain medications or vaccinations being administered to their child.

The School will comply with a Notice of Non-Consent where reasonably practicable, except in situations where this Notice of Non-Consent conflicts with the School's duty of care to children and young peoples, including:

- responding to an emergency or life-threatening situation
- where there is a serious risk of harm

- where there is a refusal to take medication
- when a public health order applies.

## Medication error

If a student takes medicine incorrectly schools must respond in the following way:

- if required, follow first aid procedures outlined in the:
  - student health support plan, or
  - anaphylaxis management plan
- ring the Poisons Information Line [13 11 26](tel:131126) and give details of the incident and student
- act immediately upon their advice, such as calling an ambulance (on [000](tel:000)) immediately if you are advised to do so
- contact the parents or carers or the emergency contact person to notify them of the medication error and action taken
- review medication management procedures at the school in light of the incident
- Schools should ensure they lodge an incident notification form in the event of a medication error or near miss, and call the People and Culture team via the OHS Hotline 03 4440 1000.

## Implementation

This Policy is implemented through a combination of:

- staff training and supervision
- maintenance of children and young person medical records
- effective incident notification procedures
- effective communication procedures with the children and young persons' parents/carers and the children and young persons themselves
- initiation of corrective actions where necessary.

## Breach

Where a staff member breaches this Policy, CESL may take disciplinary action.

## Source of Obligation

This policy follows guidance provided by the jurisdictional Departments of Health.

## Related Policies

- [Children and Young Person Medical Records Policy and Procedures](#)

## Related Documents

[Student Health Support Plan](#)

[Medication Authority Form](#)

## References

- [OAIC Guide on Privacy Obligations and Children and Young People](#)

## Policy Administration

This policy is scheduled for review 3 yearly or more frequently where appropriate. All policies have been reviewed and approved by the relevant Executive Leadership Team member.

Reviewed date: 2025