Cranbourne South
PRIMARY SCHOOL

Respectful Responsible Resilient Safe

ADMINISTRATION OF MEDICATION POLICY

Purpose

To explain to parents/carers, students and staff the processes Cranbourne South 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, Cranbourne South Primary School encourages **parents to arrange for the medication to be taken outside of school hours**. However, Cranbourne South Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Cranbourne South 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:
    - 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 (See Appendix) 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 the student's individual preferences regarding medication administration.

Parents/carers can collect a Medication Authority Form from the front Office or contact the school to arrange a form to be sent home.

Administering medication at school

Any medication brought to school by a student needs to be in original labelled packaging/blister packs and 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:

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.
- A log is kept of medicine administered to a student.
- Where possible, two staff members will supervise the administration of medication
  ** medication needs to be picked up by parent at the end of each school year

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.

Administering medication on Camps or Excursions

Excursions

Regular medications administered at school will also be taken on Excursions. Any other medications needed on the day such as travel sickness tablets or antibiotics will need to be given to the teacher in charge by the parent/carer.

Camps or Overnight Excursions

The Confidential Medical Information for School Council Approved Excursions Form will include details of any medication needed and includes name of medications, dose and time to be taken.

For any student with Asthma, parents/carers will need to fill in an Asthma Foundation School Camp and Excursion Asthma Update Form (this form does not require a signature from a medical practitioner).

Medication needs to be clearly labelled with the students name and given to the assigned teacher on the First Day.

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 first aid kits
- according to packet instructions, particularly in relation to temperature
- away from a classroom unless quick access required

For most students, Cranbourne South Primary School will store student medication in the 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.
- 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

Cranbourne South 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 medical management plan, if available.
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:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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

Health Care Needs Policy

Medication Authority Form

Excursion and Camp Asthma Action Plan

Help for non-English speakers

If you need help to understand the information in this policy please contact CSPS office personnel and/or Principal.

Mandatory Consultation

Consultation Group	**Date Consulted**
School Council Policy Sub Committee	Month prior to School Council
Staff	Twice yearly at staff debrief

Parents	iNewsletter Term 1 & 3
Student leadership groups	By the end of Term 1

Due for Review

September 2028

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 10th September 2025

Signed: 

Principal

Signed: 

School Council President

Cranbourne South PRIMARY SCHOOL

Respectful Responsible Resilient Safe

APPENDIX

CONFIDENTIAL - Medication Authority Form

for a student who requires medication temporarily 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 (ASCIA).

Student's Name		**Date of Birth**	
Medical Conditions			
Symptoms			
Medic Alert Number (if relevant)		**Review Date for this form**	

PLEASE NOTE: Wherever possible, medication should be scheduled outside of school hours, e.g. medication required three (3) times a day is generally not required during a school day. It can be taken before schools, after school and before bed.

MEDICATION				
Names of Medication/s	**Dosage**	**Time/s to be taken**	**Storage requirements**	**Start and End Dates**
				From **To**
Additional Notes:				

Privacy Statement: The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

AUTHORISATION			
Doctors Name:		**Parent's Name:**	
Contact Number:		**Contact Number:**	
Signature:		**Signature:**	
Date:		**Date:**	

OFFICE USE ONLY	⟍ Medication is in original packaging	⟍ Expiry Date is clearly labelled	⟍ The student has previously had this same medication