



ADMINISTRATION OF MEDICATION POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

INTRODUCTION

Salesian College Sunbury is required to ensure the care, welfare, and safety of children who require medication administered in the school environment and during school activities, maintain with a view to maintain and safeguard the privacy, confidentiality, and wellbeing of students in line with the school's Privacy Policy and General Collection Notice.

PURPOSE

When required to administer over the counter or prescription medication to students, Salesian College Sunbury will implement this Policy and the accompanying Procedures.

SCOPE

This policy applies to:

- the principal, all staff, including casual relief staff and volunteers
- all students who require any form of medication (over the counter or prescription) to be administered at school or during school activities
- parents/guardians/carers of students who require medication to be administered during the school day or during school activities.

The policy does not apply to:

- the provision of medication for anaphylaxis which is provided for in Salesian College Sunbury Anaphylaxis Policy
- specialised procedures which may be required for complex medical care needs.

PRINCIPLES

The following principles underpin this policy:

- The principal and staff are responsible for ensuring the safety and wellbeing of all students in the school environment.
- The principal and all staff work with parents/guardians/carers to ensure, as far as reasonable, that the needs and safety of children requiring medication in the school environment be considered.

POLICY

Duty of care

Salesian College Sunbury has a duty of care to ensure that reasonable care is taken and appropriate processes are in place when administering all medications in the school environment and during school related activities.

Our school requires that parents must make a request to the school when their child requires medication to be taken during school hours or during school activities including school camps, excursions, interstate or overseas travel. This should occur prior to enrolment or as soon as the requirement is identified. Parents/guardians/carers are required to provide the school with current medical information.

Authority to administer medication in school environments

The principal, or staff member nominated by the principal, require written advice from parents/guardians/carers about the administration of all medication within school environments and during school activities (including over the counter or prescription) via a Medication Authority Form (MAF) by school -paper form or Parent App to receive the forms.

The MAF must be signed by the parent/guardian/carer, and where required as outlined below, also by an authorised Australian Health Practitioner Regulation Agency (AHPRA) registered medical / health practitioner.

The principal or nominated staff member must approve all ongoing and regular administration of medication (over the counter or prescription) by the school.

In most cases, medication must not be administered to a child being educated and cared for unless the administration is authorised by an authorised AHPRA registered medical/health practitioner. The medication will also be documented in the student's relevant medical management plan (where applicable). No other school staff, including school nurses, can provide authorisation.

In circumstances where advice from a medical/health practitioner cannot be provided, the principal or nominated staff member may agree to proceed with the authority of parent/guardian/carer. This would generally only occur in exceptional circumstances, for example, short term (1-2 days) administration of over-the-counter medication at school or on off-site activities such as camps. The enrolment record kept for each child must include details of any person authorised to consent to medical treatment or administration of medication to the child.

Administration of medication in school environments and during school activities

Parents/guardians/carers have a responsibility to provide all medication in the original packaging with the original label including the name of the student (for prescription medication), information on the dosage, storage requirements, method, and time to be administered.

The principal or nominated staff member must ensure that the correct student receives their correct medication at the correct dosage, method, frequency, and time of day. No medication is to be administered beyond the instructions on the original packaging unless written recommendation is provided by a medical/health practitioner. The principal or nominated staff member may determine that medical advice is necessary if clarification is required.

Salesian College Sunbury staff who are responsible for the supervision of a student who is to receive medication at a given time are to be informed that the student is to be released to obtain their medication and release the student from class to obtain their medication.

The principal or nominated staff member ensures that all medicine administered is noted in a medication log or in the schools system (Synergetic) The medication log should be completed by the person administering the medication to the student at the given time. Good practice is to have two staff members supervising the administration of medication, confirming the identity of the student and checking the information noted on the MAF, and on the packaging.

The principal may determine that Salesian College Sunbury staff require additional, specific training for administering specialised medications such as injections or rectal suppositories by the Schoolcare program at Royal Children's Hospital (RCH), specialist health service or accredited provider.

A student with a signed MAF can self-administer medication at school with principal approval. The principal or nominated staff member will consult with parents/guardians/carers (or adult or

independent students) and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school. This arrangement should be indicated on the MAF. Students with an asthma or anaphylaxis action plan can carry their medication without a MAF.

Administration of Medication

From time-to-time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students.
In the case of an emergency, or on the advice of Emergency Services, staff may administer advised medication if the College has written authorisation from the student's parent/guardian/carer on the through a Medication Authority Form (MAF) and Paperly-Details profile on SchoolBox.
- prescribed medication will only be administered where a student's parent/guardian/carer has provided written permission to the College through a Medication Authority Form (MAF) and updated their student's Paperly-Details profile to indicate; the name of the medication, dose required, how it is to be administered and time it is to be administered. A conversation should also be had between the parent/guardian/carer and the staff member who will be responsible for the administration of the medication. The staff member should keep documentation regarding that conversation and if the staff member is not the College Nurse then this conversation should be communicated to the College Nurse as soon as practicable.
- parents/guardians/carers are responsible for keeping the College updated if their child's requirements for prescription medication change
- parents/guardians/carers are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- Medication must be provided directly to Student Hub in its original packaging with pharmacy label matching the administration information in the Medication Authority Form (MAF)
- students must not carry medications unless communication has taken place between the College and the student's parents/guardians/carers that this is a planned part of the student's individual health care plan
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- the College provides appropriate first aid facilities
- the College employs a College Nurse and encourages all teaching staff to have appropriate first aid training.

Parents/guardians/carers can make requests for the school to administer medication to students. The College will first explore with parents/guardians/carers whether the medication can be administered outside the school environment rather than have staff administer the medication at school.

The College requires written advice about the administration of all medication within the school environment and during school activities (over the counter or prescription) through a Medication Authority Form (MAF). The MAF must be signed by the parent/guardian/carer, and where required as outlined below, also by an authorised Australian Health Practitioner Regulation Agency (AHPRA) registered health/medical practitioner.

The principal or nominated staff member must approve all ongoing and regular administration of medication (over the counter or prescription) by the school. In most cases, medication must not be administered to a child being educated and cared for unless the administration is authorised by an authorised AHPRA registered health/medical/health practitioner.

In circumstances where this advice cannot be provided, the principal or nominated staff member may proceed on the authority of parent/guardian/carer signature in the absence of authority from an authorised AHPRA health/medical practitioner. This would only occur in rare circumstances, for example, short term (1-2 days) administration of over-the-counter medication at school or on offsite

activities such as camps. No other school staff, including school nurses, can provide authorisation for the administration of medication.

Medication storage

Parents/guardians/carers are responsible for providing, medication that is within its expiry date and replacing medication, if necessary, that has expired. Medication that is within its expiry date will be stored safely and securely and in accordance with relevant storage instructions.

The quantity of medication stored will not exceed a week of supply, other than in circumstances where a long-term arrangement has been implemented and documented regarding the student's health care needs. Parents/guardians/carers are responsible for providing medication that is within its expiry date and replacing medication, if necessary, that has expired.

The principal or nominated staff member should take reasonable steps to store the medication securely and according to the medication's instructions. The College Nurse will maintain a storage log of all medication stored for students in the school environment, including for camps and external events. When determining a secure location, it must be located away from the first aid kit and in an area only responsible staff can access.

Use of medication in first aid or emergencies

Medication such as aspirin and paracetamol will not be stored or administered for first aid purposes as these medications may mask symptoms of serious conditions.

In the case of an emergency, authorisation may be given by an authorised AHPRA registered medical/health practitioner or an emergency service to administer medication.

If an error occurs in the administration of medication by a Salesian College Sunbury staff member or in self-administration by a student, staff are to administer first aid, call the

Poisons Information Line 13 11 26 and act on their advice.

The principal or nominated staff member must notify the parents/guardians/carers of the error and what has been done following the error. The principal or nominated staff member must also contact the regional office to advise the regional general manager of the incident and complete an Incident Report. Following the incident, our school will review their first aid and medical management procedures, as appropriate.

Communication about this policy

The principal is responsible for ensuring that a communication plan is developed to provide information to relevant school staff, students and parents/guardians/carers about the medication administration and the school's Administration of Medication Policy.

ROLES AND REPORTING RESPONSIBILITIES

Role	Responsibility
Principal	Authorise the administration of medication to students with appropriate documentation (medication authority form depending on the duration and frequency of medication administration in the school environment)
Principal	Maintain a register of the medication administered to students
Principal	Maintain a medication storage log
Principal	Ensure that medical advice is obtained if uncertainty about the administration of medication exists
Principal	Ensure that all staff are aware of the school's procedures for the storage and administration of medication to students.
Principal	Report incidents of medication administration errors in the school environment

DEFINITIONS

See of glossary terms for full list of definitions.

Administration of medication

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

Authorised AHPRA registered health/medical practitioner

A practitioner registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession who may authorise administration including registered medical practitioners, dentists, nurse practitioner (within scope), authorised optometrist and authorised podiatrists.

General/condition specific medical management plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. A condition specific management or action plan is a plan designed to address the specific needs related to a medical or health condition, such as asthma, diabetes, epilepsy, continence, eating and drinking, cancer, etc. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for medication, and be dated.

Medical diagnosis

Where a registered medical practitioner has determined the disease or condition that explains a person's symptoms and signs.

Medication

A drug or other form of treatment, either provided over the counter or prescribed by an Australian Health Practitioner Registration Agency (AHPRA) registered medical practitioner that is used to prevent, treat, or improve medical condition.

Student Action Plan, or Student Safety Plan

The Student Action Plan, or Student Safety Plan is aligned to the medical management plan and must be developed by the school in consultation with the student's parents/guardians/carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

RELATED POLICIES AND RESOURCES

Medication Authority Form
Administration of Medication Procedures
Administration of Medication Policy
Anaphylaxis Management Policy
Excursions Policy
First Aid Policy
Incidents and Injuries Report Form
Medical Management Policy
General Medical Management Plan
Student Health Support Plan
Student Action Plan
Student Safety Plan
Privacy Policy

LEGISLATION AND STANDARDS

Disability Discrimination Act 1992 (Cth)
Equal Opportunity Act 2010 (Vic.)
Occupational Health and Safety Act 2004 (Vic.)

POLICY INFORMATION

Responsible director	AP - Savio and Bosco Campuses
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Child Safety
Approval date	05/05/2026
Next Review date	05/05/2026
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2021 v1, 2022 v1.1, 2024 v1.2, 2026 v2.0