



MEDICATION ADMINISTRATION PROCEDURE

PURPOSE

Salesian College Sunbury seeks to provide, as far as practicable, a safe and supportive environment for all of its students. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. In accord with the First Aid Policy and Medication Administration Policy, where students have been diagnosed with a medical condition and require the administration of medication at school, the College requires parents/guardians/carers to provide relevant information to enable it to carry out its duty of care obligations via the student's Schoolbox Details profile.

Salesian College Sunbury will implement the following procedures, which support inclusion, protect student safety, privacy and confidentiality, in the administration of medication to students.

SCOPE

The procedure is part of the First Aid Policy and Medication Administration Policy which applies to:

- all staff, including casual relief staff and volunteers
- all students who require the administration of medication
- parents/guardians/carers of students who require the administration of medication.

PROCEDURES

As reflected in the College's enrolment agreement and First Aid Policy and Medication Administration Policy, parents/guardians/ carers are required to provide the school with up-to-date medical information to support inclusion and enable the school to carry out its duty of care.

Parents/guardians/carers are responsible for the providing full details of diagnosed medical needs and the medication to be administered. The College is responsible for administration of medication in accordance with the medication authority documented in the student's Schoolbox Details profile, with care plans shared with the College Nurse.

In implementing the First Aid Policy, Medication Administration Policy and these procedures, the College will prioritise student safety, privacy and confidentiality.

Advising of medication needs

The College's First Aid Policy and Medication Administration Policy outlines the requirements for the management of health conditions (other than medication to treat anaphylaxis which is provided for in both the First Aid and Anaphylaxis policies).

Medications may only be administered to students in accordance with written medication authority via Medication Authority Form. For ongoing medical needs, a letter provided by a registered health practitioner and notification to the College Nurse regarding the presenting health needs is required.

Medication should be provided to the College Nurse by the parent/guardian/carer in the original container and the label outlines instructions for administration/application of the medication, as well as relevant storage instructions, particularly regarding temperature. Details should include written advice related to the medical condition covering the need for the medication, prescribed dosage, method and timing for administering the medication.

Storing medication

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 in accordance with the College Nurse and documented via Schoolbox.

Note: 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.

Administering medication to students

Where students require that medication be administered to them, the College will first explore with parents/guardians/carers whether they may administer the medication outside the school day, rather than have staff administer the medication at school. Where the medication must be administered at school, written permission via the Medication Authority Form is required.

In case of an allergic reaction, the first dose of any required medication should not be taken at school but rather under the supervision of a parent/guardian/carer or health professional.

In instances where the student's Schoolbox profile and Medication Authority Form indicates that medication is to be administered to students by staff at school, this will occur only:

- where authority to administer the specified medication has been provided to the College including all necessary information
- under the authority of the Principal
- where the medication has been appropriately stored and provided in the original packaging
- in accordance with applicable instructions regarding the dosage, the method and the timing of administration of the medication and its expiry date, as recorded on the original label provided with the original container for the medication
- where provided to the prescribed student
- where the administration is recorded in the student management system, maintained by the College, which records the name of the student, the date and time of administration, the medication administered and the dosage.

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.

In any instance where a staff member is concerned about a student's reaction after receiving medication, the staff member should seek emergency medical assistance.

Students self-administering medication

The school will consult with parents/guardians/carers and, where appropriate, relevant health practitioners to determine circumstances where a student may self-administer medication at school.

A student may carry medication (other than for asthma or anaphylaxis which is not restricted) at school for self-administration where:

- this has been approved by the principal, after considering also the safety of other students
- it is in accordance with written permission provided by a registered health practitioner detailed in the student's Schoolbox Details profile or in limited circumstances, where such written permission cannot be provided by a registered health practitioner, by the authorised parents/guardians/carers
- the medication does not have particular storage requirements that prevent it

Where an error occurs

Where an error occurs in relation to the correct administration or to self-administration of medication, staff need to take the following steps in response:

- administer first aid as required
- call the Poisons Information Line (13 11 26) and ambulance (000) as required
- notify the parents/guardians/carers of the error and what has been done following the error
- review the College’s first aid procedures, as appropriate

RELATED DOCUMENTS

First Aid Policy

Medication Administration Policy

Document History	Date(s)	Modification Details
Written by: MACS	1/08/2022	
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Post Implementation Review: Executive	1/08/2022 05/03/2025 05/06/2025	Reviewed, no changes Reviewed, remove EdSmart references
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