

POLICY

ADMINISTRATION OF MEDICATIONS TO STUDENTS WITH NOTIFIED MEDICAL CONDITIONS

Responsibility of:	School Support Services	FILE2014/429
Effective Date:	November 2011	EDOC2014/29017
Next Review Date:	November 2013	Version Number: 1.0
Target Audience:	School staff, parents and community	

This document should be read in conjunction with the various departmental support documents found [here](#).

1. POLICY

Where a student has a diagnosed medical condition and requires regular or periodic medication managed and/or administered whilst in the care of the school, the school will follow the advice and information for effective treatment outlined by this policy and its support documentation, the Administration of Medications to Students with Notified Medical Conditions Procedures.

The policy does not apply to the use or possession of medication for the treatment of short-term illnesses and infections with antibiotics, or drugs commonly used for pain relief such as paracetamol. The administration of these medications requires written parental consent and is the responsibility of the First Aid Officer in the school.

Student medical information is to be included in the student's file and entered into the Student Administration Management System (SAMS).

Any student to whom this policy applies must have a Health Care Plan that is drafted with the input of key stakeholders and that is reviewed and amended as circumstances change, or if a serious incident involving the student's medical condition occurs. If a student is a new enrolment with a chronic/severe medical condition, the school will conduct a risk assessment and evaluation of the prospective student's needs and put specific strategies into place until a Health Care Plan has been developed.

Student medication and equipment is to be stored within the school in such a way as to avoid it presenting as a danger to the school community. Therefore, it needs to be in a secure location with access limited.

Where the needs of the student require the administration of the medication by school staff, schools will ensure that at least one staff member is appropriately trained to administer the student's medication as required. To mitigate against risks associated with the administration of the medication, the school will ensure that at least two staff members have a current Apply First Aid Certificate. Should this prove problematic for a school, then alternatively, the school will ensure that at least one staff member with an Apply First Aid Certificate is on school premises at all times.

2. BUSINESS NEED

This policy aims to minimise the risks associated with the administration of medication to students with a diagnosed medical condition in a school context. This policy will ensure a consistent approach to the management and administration of medication for these students. It also describes the procedures to be taken when a school is notified of a student's medical status.

3. SCOPE

The medical conditions covered under this policy are those of a chronic (constantly recurring) or severe (critical or dangerous) nature, for example a hypoglycaemic (diabetic) episode.

The policy does not apply to the use or possession of medication for the treatment of short-term illnesses and infections with antibiotics, or drugs commonly used for pain relief such as paracetamol. The administration of these medications requires written parental consent and is the responsibility of the First Aid Officer in the school.

This policy does not apply to the use or possession of any illegal drug or substance. Incidents of this nature should be addressed through the Drug Taking by Students Policy.

4. DEFINITIONS

Parent signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

Medical Condition – a diagnosed medical condition requiring medication/treatment for a student.

Health Care Plan – a plan, developed by a Health Care Team to manage the administration of medication to the student and to mitigate against potential risks to the student in the administration of the medication.

Health Care Team – the team that drafts and manages the Health Care Plan. The Team **must** include the Principal (or delegate) and parent, and **may** include: medical practitioner; Health Promoting School Nurse; First Aid Officer; teacher; member from a specialised agency representing a specific condition such as asthma, diabetes, epilepsy or anaphylaxis.

Notified Medical Condition – where the school has been notified by a parent or medical practitioner of the medical condition of the student.

Effective treatment – please refer to the relevant guidelines for each specific medical condition.

5. ROLES AND RESPONSIBILITIES

Principals are responsible for ensuring:

- student medical information is included in the student's file and SAMS
- the formation of a Health Care Team
- that the student has a current Health Care Plan
- that other school staff are aware of the fact the student has a Health Care Plan and, in general terms, its contents
- the correct storage and administration of the medication
- their school has at least one staff member appropriately trained to administer the student's medication as required. To mitigate against risks associated with the administration of the medication, the Principal will also ensure that at least two staff members have a current Apply First Aid Certificate. Should this prove problematic for a school, then alternatively, the school will ensure that at least one staff member with an Apply First Aid Certificate is on school premises at all times
- school staff are aware of this policy.

Teachers are responsible for:

- participating in the development of the Health Care Plan where relevant
- being familiar with the Health Care Plan if a child is in their class, or if they need to know, for example they will be supervising the child whilst on yard duty.

Students are responsible for:

- abiding by any arrangement made between his/her parents and the school
- presenting him/herself to the nominated staff member who will administer the medication at the prescribed time and at an agreed location, if stated in their Health Care Plan.

Medication Administration Officers are responsible for:

- administration of the medication and ensuring that the medication is securely kept
- notifying a school based member of the Health Care Team when medication has not been administered, medications are low in quantity, or out of date, who can discuss the matter with the parent.

Health Care Team is responsible for:

- development of the Health Care Plan
- ensuring that the Plan is updated as circumstances change.

Parents are responsible for:

- notifying the school that a student has a diagnosed medical condition requiring medication/treatment in a school context
- providing medical documentation detailing medication regimes and dosage
- providing the medication and equipment for administration as necessary to enable

the school to adequately administer medication as detailed in the Health Care Plan

- providing input to the Health Care Plan
- updating the school in the event of changed circumstances
- encouraging their child to wear a medic-alert bracelet at all times when at school, or on school excursion

Student Services is responsible for:

- communication of the policy to school communities
- conducting professional learning in association with relevant allied health associations/professionals for schools that require assistance
- reviewing the policy when due.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

- [Students with Disabilities Policy](#)
- [Excursions Policy](#)
- [Recording and Reporting Student Injuries Policy](#)