

This document should be read in conjunction with:

* [Health of Students Policy](https://education.nt.gov.au/policies/health-of-students)
* [Administration of Medications to Students with Notified Conditions Procedures](https://education.nt.gov.au/education/policies/health-of-students/medications) and supporting documents
* [Health Care Plan supporting documents](https://education.nt.gov.au/policies/health-of-students/health-care-plan).

# POLICY

Where a student has a diagnosed medical condition and requires regular or periodic medication managed and/or administered while in the care of the school, the school will follow the advice and information for effective treatment outlined by this policy, the associated procedures and supporting documents.

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 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.

# 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.

# 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 in Schools Policy](https://education.nt.gov.au/policies/health-of-students/drugs-in-schools).

# DEFINITIONS

**Parent** 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.

# ROLES AND RESPONSIBILITIES

**Principals** are responsible for ensuring:

* + - student medical information is included in the student’s file and on SAMS
		- formation of a Health Care Team
		- students with notified medical conditions have a current Health Care Plan
		- other school staff are aware of the fact the student has a Health Care Plan and, in general terms, its contents
		- correct storage and administration of the medication
		- the school has at least one staff member appropriately trained to administer the student’s medication as required
		- mitigation against risks associated with the administration of the medication, by ensuring 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 while on yard duty.

**Students** are responsible for:

* + - abiding by any arrangement made between their parents and the school
		- presenting 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:

* + - administrating 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:

* + - developing a Health Care Plan
		- ensuring the Health Care 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 Wellbeing and Inclusion** is responsible for:

* + - communicating the policy to school communities
		- facilitating professional learning in association with relevant allied health associations/professionals for schools that require assistance.

# RELATED POLICY, LEGISLATION AND DOCUMENTS

* [Students with Disabilities Policy](https://education.nt.gov.au/education/policies/students-with-disability)
* [Excursions Policy](https://education.nt.gov.au/education/policies/excursions)
* [Recording and Reporting Student Injuries Guidelines and Procedures](https://education.nt.gov.au/education/policies/recording-and-reporting-student-injuries)