



Administration of Medication Policy

Purpose:

To explain to parents/carers, students and staff the processes Whittlesea Secondary College 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, Whittlesea Secondary College encourages parents to arrange for the medication to be taken outside of school hours. However, Whittlesea Secondary College understands that students may need to take medication at school or school activities/camps. To support students to do so safely, Whittlesea Secondary College will follow the following 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 (e.g. orally)
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored (e.g. refrigerated)
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form 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's nominated staff member- Whittlesea Secondary College's First Aid Officer, may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Health Support Plan if relevant)

Parents/carers can contact Whittlesea Secondary College Office staff for a Medication Authority Form.

Administering Medication

Any medication brought to school by a student to be stored by the College needs to be clearly labelled with:

- The student's name
- The dosage required
- The time and frequency the medication needs to be administered
- How the medication is to be administered (e.g. orally)

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If College staff become aware that the medication a student has at College 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's nominated authorised staff member (First Aid Officer or First Aid nominated Administrator in charge) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the correct student is identified
 - the student receives their correct medication
 - the correct dose is administered
 - the correct method is used (e.g. oral; inhaled)
 - medication is administered at the correct time of day
2. A log is kept of medication administered to a student by the nominated First Aid Officer/staff member/s
3. Whenever possible, two staff members will supervise the administration of medication
 - supervising staff will sign the medication log
4. If necessary, the teacher in charge of a student at the time their medication is required:
 - will release the student from class to obtain their medication

Self-Administration

In some cases, it may be appropriate for students to store and self-administer their own medication (this includes both prescribed and over the counter medications). Parents are responsible for advising the school if they would like their child to do so.



The Principal's nominated First Aid Officer 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's nominated First Aid Officer decides to allow a student to self-administer their medication, the school will require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

The Principal's nominated First Aid Officer will put in place arrangements so that medication provided by families is stored:

- Securely to minimise risk to others
- In a locked cupboard only accessible by staff who are responsible for administering the medication
- Away from a classroom (unless quick access is required)
- Separate to first aid kits
- According to packet or dispensing instructions, particularly in relation to temperature
- Ensuring medication has not expired

For most students, Whittlesea Secondary College will store student medication at the First Aid (Sick Bay) office in a locked cabinet.

- the key to the locked medication cabinet is stored securely by the nominated staff members

The Principal's nominated First Aid Officer may decide, in consultation with parents/carers and/or on the written advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- 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

Whittlesea Secondary College **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, another student's puffer may be utilised.



Medication errors

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's Action Plan, Health Support Plan or other Medical Management Plan
2.	Ring the Poisons Information Line, Ph. 13 11 26 and give details of the incident and the student
3.	Act immediately upon their advice, such as Ph. 000 (triple zero) 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 College in relation to 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:

- Included in staff induction processes
- Available publicly on our school's website
- Included in transition and enrolment packs
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Made available in hard copy from school office 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 Related College policies and documents:

- [Whittlesea Secondary College First Aid Policy](#)
- [Whittlesea Secondary College Asthma Policy](#)
- [Whittlesea Secondary College Anaphylaxis Policy](#)
- Appendix 1- Whittlesea Secondary College First Aid Map

Policy Review and Approval:

Policy last reviewed	August 2025
Approved by	Principal, Principal Executive, First Aid Officer.
Next scheduled review date	August 2027



Appendix 1:

Whittlesea Secondary College

