

## ADMINISTRATION OF MEDICATION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Victorian School of Languages (03) 9474 0500.

### PURPOSE

To explain to parents/carers, students and staff the processes the Victorian School of Languages (VSL) 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, the VSL encourages parents to arrange for the medication to be taken outside of school hours. However, the VSL understands that students may need to take medication at school or school activities. To support students to do so safely, the Victorian School of Languages will follow the 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
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored
- 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. **Appendix A.**
- 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 **Appendix A** can be completed by a student's parents/carers.  
Other Health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>
- The Principal may need to consult with parent/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan). **Appendix C.**

Parents/carers can contact Area Manager or Centre Supervisor for a Medication Authority Form.

### **Administering medication**

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

- the student's name
- the dosage required
- the time the medication needs to be administered

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school 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 (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day
2. A log is kept of medicine administered to a student at each centre using **Appendix B**. This is also recorded on the online VSL Incident Register by the Area Manager in summary form for Head office purposes.  
[https://eduvic-my.sharepoint.com/:f/r/personal/victorianlanguages\\_sch\\_education\\_vic\\_gov\\_au/Documents/Registers?csf=1&web=1&e=Nxh8eL](https://eduvic-my.sharepoint.com/:f/r/personal/victorianlanguages_sch_education_vic_gov_au/Documents/Registers?csf=1&web=1&e=Nxh8eL)
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - if necessary, release the student from class to obtain their medication

### ***Self-administration***

In some cases it may be appropriate for students to self-administer their medication. The Principal 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 decides to allow a student to self-administer their medication, the Principal may 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 Area Manager or Centre Supervisor or their nominee will put in place arrangements so that medication is stored:

- securely in the VSL Centre office **Appendix D** to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature

For most students, the VSL will store student medication at a designated area as outlined in **Appendix D**.

The Principal may decide, in consultation with parents/carers and/or on the 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

The Victorian School of Languages 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.

## Medication error

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

Step	Action
1.	If required, follow first aid procedures outlined in the student's Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero "000" 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 school in light of the incident.

In the case of an emergency, school staff may call Triple Zero ("000") for an ambulance at any time.

## First Aid Administration

If first aid is administered for a:

- minor injury or condition, the VSL will notify parents/carers by a phone call
- serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical

## 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: [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)
- Included as annual reference in school newsletter
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school 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 School policies and documents:

- Related local policies, including *First Aid*, *Health Care Needs*, *Medication Authority Form*, *Medication Administration Log*
- For further information on additional policies, please refer to our website: [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	School Council: 7/11/22
Approved by	Principal
Next scheduled review date	2025

## APPENDIX A



## MEDICATION AUTHORITY FORM

### For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

**Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.**

### Student Details

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_

Review date for this form: \_\_\_\_\_

### Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

### Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication:

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### Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

### Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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### Monitoring effects of medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

### Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

### Authorisation to administer medication in accordance with this form:

Name of parent/carers: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details: \_\_\_\_\_

## APPENDIX B



## MEDICATION ADMINISTRATION LOG

For students requiring medication to be administered at school

This log should be completed by the staff member administering medication to any student at the school.

Name of student: \_\_\_\_\_ Year level: \_\_\_\_\_

Date	Time	Name of Medication and Dose	Tick when checked <input type="checkbox"/>				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

**\*Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.

## Appendix C



## STUDENT HEALTH SUPPORT PLAN

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see VSL Anaphylaxis Policy or [www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx))

**This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.**

School:		Phone:
Student's name:		Date of birth:
Year level:		Proposed date for review of this plan:
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:
Medical /Health practitioner contact:		
<input type="checkbox"/> General Medical Advice Form - for a student with a health condition ** <input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy ** <input type="checkbox"/> School Asthma Action Plan * <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning ** <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis ** <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking ** <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury ** <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management ** <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer ** <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes **		
* See VSL policies <a href="http://www.vic.edu.au">www.vic.edu.au</a>		
** Medical advice forms available at: <a href="https://www2.education.vic.gov.au/pal/health-care-needs/resources">https://www2.education.vic.gov.au/pal/health-care-needs/resources</a>		
List who will receive copies of this <b>Student Health Support Plan</b> :		
1. Student's Family    2. Other: _____ 3. Other: _____		
The following <b>Student Health Support Plan</b> has been developed with my knowledge and input		
Name of parent/carer or adult/mature minor** student: _____ Signature: _____ Date: _____		
**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age.		
Name of principal (or nominee): _____ Signature: _____ Date: _____		
<b>Privacy Statement</b>		
The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly on (03) 9474 0500		



## HOW THE SCHOOL WILL SUPPORT THE STUDENT'S HEALTH CARE NEEDS

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
<b>Overall Support</b>	Is it necessary to provide the support during the school day?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<i>For example, the principal should conduct a risk assessment for staff and ask:  Does the support fit with assigned staff duties, the scope of their position, and basic first aid training (see the Department's First Aid Policy <a href="http://www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm">www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm</a>)  Are additional or different staffing or training arrangements required?</i>	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.</i>	
<b>First Aid</b>	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<i>Discuss and agree on the individual first aid plan with the parent/carer.  Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy <a href="http://www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm">www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm</a>)  Ensure that all relevant school staff are informed about the first aid response for the student.</i>	
	Are there additional training modules that staff could undertake to further support the student, such as staff involved with excursions and specific educational programs or activities?	<i>Ensure that relevant staff undertake the agreed additional training  Ensure that there are contingency provisions in place (whilst awaiting the staff member to receive training), to facilitate the student's attendance at school.</i>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
<b>Complex medical needs</b>	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student’s complex medical care need?</i></p> <p><i>The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</i></p> <p><i>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at:</i>  <a href="http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsapp.aspx">www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsapp.aspx</a></p>	
<b>Personal Care</b>	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>Detail how the school will support the student’s personal care needs, for example in relation to nose blowing, washing hands, toileting care (including menstrual health management and other aspects of personal hygiene)</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	
<b>Routine Supervision for health-related safety</b>	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the school’s policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student’s medical/health practitioner for appropriate storage and administration of the medication – via the Department’s Medication Authority Form.</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the school’s first aid room/sick bay and its contents provide the minimum requirements and discuss whether other requirements can be facilitated in this room to meet the student’s health care needs.</i></p> <p><i>Ensure the school provides necessary reasonable adjustments to assist a student who requires a wheelchair or other technical support. Discuss requirements and possible modifications with the parent/carer/student.</i></p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p><i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i></p> <p><i>Ensure that the school provides a facility which enables the provision of the health service.</i></p>	
	Who is responsible for management of health records at the school?	<p><i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i></p>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<p><i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student’s attendance (full-time, part-time or episodically).</i></p>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
<b>Other considerations</b>	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p> <p><i>For example, is there a need for planned support for siblings/peers?</i></p>	

## Appendix D: VSL Centre Office locations

Area	Centre Office location	Centre Office location	Centre Office location	Centre Office location
<b>Central</b>	<b>University High</b> Music Wing Room 158	<b>Brunswick</b> A Block Ground floor	<b>Collingwood</b> VSL Office. The first room on the left in the reception foyer	
<b>Country 1</b>	<b>Matthew Flinders</b> Helen Fraser Campus office	<b>North Geelong</b> General Office	<b>Point Cook</b> General Office	<b>Werribee</b> Foyer
<b>Country 2</b>	<b>Bendigo</b> Building B Pod. Between B6 and B7. Lockable storeroom with no student access.	<b>Croydon</b> Building C Staff room – Level 1	<b>Shepparton</b> VSL Store room - Administration Building – FG.07 VSL office Saturday morning – Biyala, Murray (Teal) entrance	<b>Wodonga</b> A Wing Lockable cabinet outside A3
<b>Distance Ed</b>	<b>Thornbury</b> DE Office, Level 2	<b>Seminars</b> Portable First Aid Kit that teachers take to seminars		
<b>East 1</b>	<b>Doncaster</b> VSL office. Located between Room C9 and C10. (In the portable classroom block)	<b>Blackburn</b> VSL office between D7 and D6. (Right behind the Dunlop Building and next to the STEM building)	<b>Box Hill</b> P01 (Right behind the Box Hill High School, Performing Art Centre)	
<b>East 2</b>	<b>Glen Waverley</b> Between Staff Centre & Science/Tech Building.	<b>Carwatha</b> Room at far end of school library.	<b>Mildura</b> School library	
<b>North</b>	<b>Thomastown</b> Admin General Office Building. Next to staff room.	<b>Epping</b> Admin/staff General office room.	<b>Lalor</b> VSL Portable- Staff carpark (Next to general office portable)	<b>Roxburgh Park</b> Admin & Staffroom building-
<b>North West</b>	<b>Keilor Downs</b> VSL Area Office First Aid in Main Reception	<b>Hume Central</b> Year 8 Building VSL Office	<b>Mt. Ridley</b> Willandra building Main reception	<b>Taylor's Lakes</b> Main Reception Area
<b>South</b>	<b>Mentone</b> JLC Building First Aid Kit in VSL office	<b>Brentwood</b> Room K9 First Aid Kit in VSL office	<b>Keysborough</b> Junior Building First Aid Kit in VSL office	<b>Traralgon</b> Office Building First Aid Kit in VSL office
<b>South 2</b>	<b>Westall</b> Area office B25 in B block opposite staff room	<b>South Oakleigh</b> Saturday – work out of the Staff room. Area office: storeroom in front of A3	<b>McKinnon</b> VSL office in F01.5 (as it is between F01 and F02).	
<b>South East</b>	<b>Dandenong</b> 'A' building, main administration block	<b>Hampton Park</b> Reception of Hampton Park SC and meeting room opposite reception	<b>Berwick</b> Main staff room behind Berwick College reception	
<b>West 1</b>	<b>Footscray</b> FHS General Office	<b>Altona North</b> Bayside SC General Office	<b>Sunshine</b> Conference Room opposite General Office	<b>Ballarat</b> Rm 102 Admin Building
<b>West 2</b>	<b>Caroline Springs</b> (Creekside College) Area 4 – VSL Admin Office facing entry, VSL Office and storeroom on the right	<b>Melton</b> (Staughton College) Staff Room	<b>Truganina</b> (Truganina P-9 College) Room 93 Area J	