

Avondale Primary School

MEDICATION ADMINISTRATION POLICY



Statement of Commitment to Child Safety

Avondale Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

Avondale Primary school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Avondale Primary School our vision is 'to create a community that strives for excellence through high quality learning, engagement and wellbeing for all.'

We have no tolerance for child abuse and take proactive steps to identify and manage any risk of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9318 1755.

PURPOSE

To explain to parents/carers, students and staff the processes Avondale Primary School 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, Avondale Primary School encourages parents/carers to arrange for the medication to be taken outside of school hours, however, Avondale Primary School understands that students may need to take medication at school or at school activities. To support students to do so safely, Avondale Primary School will follow the procedures set out in this policy.

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Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need 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 must arrange for written advice to be provided in a Medication Authority Form except for:
 - general first aid medication
 - asthma medication – covered in the Asthma Action Plan
 - anaphylaxis medication – covered in the ASCIA Action Plan for Anaphylaxis
 - epilepsy emergency medication – covered in the Epilepsy Emergency Medication Plan.

If a medication is prescribed, or given every day, parents/carers must provide written evidence from the student's medical/health practitioner that it is needed. Acceptable written evidence includes:

- the Medication Authority Form signed by the prescribing health practitioner; or
- prescribed and dispensed medication in its original container or packaging with a current and original label (pharmacy label) that is stored at school; or
- original label (pharmacy label) directly sighted and photocopied by school staff; or
- a signed letter from the prescribing health practitioner (for example, GP or specialist letter or hospital discharge letter); or
- a completed and signed action or management plan from the prescribing health practitioner.

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 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 Student Health Support Plan).

Parents/carers can contact the school admin office 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. When 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.

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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
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. This is preferably recorded in or attached to the Medication Authority Form. Note:

- this is not required for students with asthma or anaphylaxis as this is covered under the student's ASCIA Action Plan or Asthma Action Plan.
- Avondale Primary School will not permit a student to carry or self-administer a controlled medication or benzodiazepine at school, such as dexamphetamine or methylphenidate (Concerta, Ritalin). Note: it is the responsibility of parents/carers to notify the school if a medication is controlled.

Storing medication

The Principal (or their nominee) will put in place arrangements so that medication is stored:

- securely 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, Avondale Primary School will store student medication in the First Aid room in the admin office.

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

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- 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

Avondale Primary School will not:

- in accordance with department 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
- administer as-needed medication for acute behavioural disturbance as a form of chemical restraint
- 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, 131126 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- included in staff induction processes and referenced in staff handbook
- available publicly on our school's website
- included as annual reference in school newsletter
- 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](#)

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SCHOOL RELATED POLICIES AND DOCUMENTS:

- [Asthma Policy](#)
- [Anaphylaxis policy](#)
- [First Aid Policy](#)
- [Health Care Needs Policy](#)
- *Medication Authority Form and Medication Administration Log*

POLICY REVIEW AND APPROVAL

Policy last reviewed	17 June 2026
Approved by	Principal - Jill Benham
Next scheduled review date	17 June 2029