

## MEDICATION ADMINISTRATION POLICY

Help for non-English speakers  
If yo



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.

#### COMMUNICATION

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

- Included in staff induction processes
- Available publicly on our College's website
- Included in transition and enrolment packs
- Included as annual reference in College newsletter
- Included in our staff handbook

## APPENDIX 1

### MEDICATION AUTHORITY FORM

For students requiring medication to be administered at Keysborough Secondary College

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 see

The pharmacy label matches the information included in this form

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

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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/carer: \_\_\_\_\_

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

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

Name of medical practitioner: \_\_\_\_\_

Medical practitioner Professional role (e.g. GP/Specialist): \_\_\_\_\_

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

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