



Camperdown College

Administering Medication at School

Policy and Procedures

Rationale:

Some students attending school need medication to control a health condition. It is necessary that staff members as part of their duty of care assist students, where appropriate, to take their medication. The school will ensure students' privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation. This policy outlines Camperdown College's processes and protocols regarding the management of prescribed and non-prescribed medication to students.

This policy is designed to ensure that if medicine is administered at school,

- the right child;
- has the right medication;
- and the right dose;
- by the right route (for example, oral or inhaled);
- at the right time;
- that a record is kept; and that
- permission to administer medication has been received from the child's parents/guardians/approved persons or a medical practitioner.

IMPLEMENTATION - GENERAL

- Where possible medication should be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- Parents/guardians are required to inform the Principal in writing of any prescribed medication that students need to take in school hours. Medication Administration Permission Forms are available from the Office and must be signed by the parent/guardian. (see appendix)
- Any medication to be administered at school must be:
 - accompanied by written advice providing directions for appropriate storage and administration
 - in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
 - within its expiry date
 - stored according to the product instructions, particularly in relation to temperature
- Where medication for more than one day is supplied, it is to be clearly labelled and kept securely in the office, or in the staffroom if requiring refrigeration.
- A school Medication Register will be kept and the register will be completed by the person administering the taking of medication. Where possible two people will supervise the administration of medication and check the information noted on the register.
- It is not the school's role to interpret behaviour in relation to a medical condition or monitor the effects of medication.
- The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in special circumstances. Written permission from the medical/health

practitioner or the parents/guardian must be provided for the student to carry their and self-administer their own medication. (This is not required for students with Asthma or Anaphylaxis as this is covered under ASCIA Action Plan for Anaphylaxis and the Asthma Foundation's Asthma Care Plan for Schools.) The self-administered medication will generally be stored by the school however at the principal's discretion, students can carry their own medication with them, preferably in the original bottle, when the medication does not have special storage requirements, such as refrigeration, and when doing so does not create potentially unsafe access to the medication by other students.

- The school will not 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 family or health practitioner.
- The school will not allow use of medication by anyone other than the prescribed student. (Only in a life threatening emergency would this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one would be obtained and given without delay.)
- The policy and procedures relating to administering medication at school apply on camps and excursions. A designated staff member will have the responsibility for ensuring correct procedures are followed and overseeing the administration of medication.

STUDENT INFORMATION

Parents and/or guardians are required to keep the school informed of current medical contact details concerning students and any current medical conditions and appropriate medical history.

Every student who has a serious medical condition or illness is required to have an individual management plan that is attached to the student's records. This management plan is provided by the student's parents/guardians and contains details of:

- the usual medical treatment needed by the student at school or on school activities
- the medical treatment and action needed if the student's condition deteriorates
- the name, address and telephone numbers for an emergency contact and the student's doctor

ADMINISTRATION OF ANALGESICS

Analgesics can mask signs and symptoms of serious illness or injury and will not be administered by the school as a standard first aid strategy. At the Junior Campus, analgesics such as aspirin and paracetamol will not be stored in the first aid kit or supplied by the school. At the Senior Campus, parents/guardians can give permission via a form in the current student organiser for analgesics to be supplied by a First Aid Officer through the school office. The First Aid Officer will maintain a record of analgesics administered.

STAFF TRAINING

- A minimum of 10 Camperdown College staff will be First Aid trained (Provide First Aid) and these same staff will complete the Emergency Asthma Management course at least every three years and CPR training annually.
- Other teachers and Education Support staff who work directly with students will complete the online *Asthma First Aid for Schools* module through [Asthma Australia](#), and the online *An Introduction to Understanding and Managing Epilepsy* module through the [Epilepsy Foundation](#), at least every three years.
- Provision will be made for all school staff to undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) one hour e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course.
- In addition, two staff members from each campus will be nominated as School Anaphylaxis Supervisors to undertake the face-to-face *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* to skill them in providing competency checks to assess their colleagues ability to use an autoinjector (e.g. EpiPen).

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 as annual reference in school newsletter
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in student diaries so that it is easily accessible to parents, carers and students
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Evaluation: This policy will be reviewed every three years or more frequently if required by changed circumstances.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Amended	
Approved by	Principal & School Council
Review Cycle	3 years
Next scheduled review date	August 2028

APPENDIX:

Medication Administration Permission Form

COURSE LINKS:

<https://epilepsyfoundation.otrainu.com>

<https://asthmaonline.org.au/>



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 Action 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: _____

MediAlert 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: / / OR ☐ Ongoing medication	☐ No – student self-managing ☐ Yes ☐ remind ☐ observe ☐ assist ☐ administer
				Start: / / End: / / OR ☐ Ongoing medication	☐ No – student self-managing ☐ Yes ☐ remind ☐ observe ☐ assist ☐ administer
				Start: / / End: / / OR ☐ Ongoing medication	☐ No – student self-managing ☐ Yes ☐ remind ☐ observe ☐ assist ☐ administer

Medication delivered to the school

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

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):

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/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____