



Administration of Medication Policy -PP013

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them

Rationale

The College has a responsibility to provide equitable access to education, and to respond to a diverse range of student needs such as routine health care support through medication supervision.

Partnerships between the College and parents are important in ensuring that the students at College are able to participate and have continuity in education and achieve their personal best.

Purpose

The purpose of this policy is to explain to College parents, students and staff how the College will safely manage the provision of medication to students during classes and activities, including camps and excursions.

Scope

This policy applies to:

- the Executive Principal, Assistant Principal/Curriculum Leader and all staff, including casual relief staff and volunteers; and
- all students who require medication supervision at college.



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Definitions

College Environment	<p>Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including:</p> <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).
First Aid Officer	<p>A College staff member who has received first aid training, and is able to suspend normal College work duties to:</p> <ul style="list-style-type: none"> • assess students and others at the College for possible first aid treatment in the event of an accident, injury, incident, emergency or illness; • provide first aid treatment to the limits of their training and experience; and • call for appropriate advanced medical assistance from a medical practitioner or ambulance as required.
Individual Anaphylaxis Management Plan (IAMP)	<p>Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents.</p>
Medication Administration Log	<p>A record of the medication administered by a First Aid Officer to a student during College hours (including camps and excursions), according to information provided in a Medication Authority form.</p>
Medication Authority Form	<p>A form providing written permission for the College to administer (or allow the student to self-administer) medication. It is completed by a student's medical / health practitioner and provides medication information, including dosage and storage requirements.</p>
Parent/s	<p>Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.</p>
Staff	<p>Refers to all employed staff, contractors and volunteers of the College.</p>



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Student Health Support Plan	Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the students' parents.
Student Support Team	The Student Support Team comprises of teachers, youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.

Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
 - implementing this policy and related processes to support student medication needs;
 - ensuring that student medical records are securely retained, and protected from unauthorised access, loss, misuse or damage;
 - ensuring that all parents provide the College with medication information on enrolment, and that this information is kept up-to-date;
 - ensuring that students with medication needs have access to continuity in education and reasonable adjustment;
 - ensuring that students with complex medical support needs are supported by suitably qualified and trained staff;
 - ensuring that staff receive training in basic first aid; and
 - assessing and implementing risk management strategies to keep students with specific medical requirements safe at College.
3. The Assistant Principal/Curriculum Leader is responsible for:
 - consulting with parents on the medication needs of students;
 - ensuring that student medication is stored securely and according to College processes;
 - ensuring that teachers and other College staff are made aware of, and support, students with medication needs;
 - ensuring that a First Aid Officer on duty administers student medication, and records medication usage on a Medication Administration Log; and



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- approving and facilitating reasonable adjustments to learning and assessment programs (if needed) for students with a medication need.
4. Teaching staff and the Student Support Team are responsible for:
 - checking student medical lists to identify students requiring medication; and
 - developing reasonable adjustments (if needed) for students with medication needs.
 5. First Aid Officers are responsible for administering medication in the presence of another staff member and completing a Medication Administration Log.
 6. Administration staff are responsible for:
 - providing parents of students enrolled at the College with medication authority forms;
 - receiving delivery of medication supplies, ensuring supplies are clearly labelled with the student name, and stored in a locked cupboard in the First Aid Room; and checking the expiry date of medication supplies and requesting re-supply from parents

Implementation

Plenty River College has a duty of care to assist students to take their medication where appropriate. The College encourages parents to arrange (where possible) for the medication to be taken outside of College hours. Where this is not possible, the College will assist students to take their medication where parents provide a signed medication authority form.

A Medication Authority form is not required for medication to treat:

- anaphylaxis, which is covered in the student's Individual Anaphylaxis Management Plan (IAMP) – please refer to the College's Anaphylaxis Management Policy for further details; or
- asthma, which is covered in the student's Health Support Plan and an Asthma Action Plan provided by the medical practitioner – please refer to the College's Asthma Policy for further details; or
- any other health condition which is covered in the student's Health Support Plan and an Action Plan provided by the medical practitioner – please refer to the College's Health Care Needs Policy for further details.



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Authority to administer

If a student needs assistance to take medication while at College or at a College activity, parents will need to arrange for the student's treating medical/health practitioner to provide written advice to the College in a Medication Authority form which details:

- the name of the medication required;
- the dosage amounts;
- 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; and
- how the medication should be stored.

If advice cannot be provided by a student's medical/health practitioner, the Assistant Principal/Curriculum Leader (or their nominee) may agree that the Medication Authority Form can be completed by a student's parents. The Assistant Principal/Curriculum Leader may need to consult with parents to clarify the written advice and consider a student's individual preferences regarding medication administration (which may be included in a student's Health Support Plan).

The Medication Authority form is available from College administration staff in the office.

Administering medication

Any medication brought to College by a student needs to be:

- in the original packaging;
- within the expiry date; and
- clearly labelled with the student's name, the dosage required, and the time the medication needs to be administered.

If College staff become aware that any medication has expired, they will promptly contact parents to arrange for new medication to be provided.

The College will ensure that:

- medication is administered to a 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), and at the correct time of day;
- a record is made of medicine administered to each student on a Medical Administration Log, which is kept with the medication;



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- where possible, another staff member will observe the administration of medication by the First Aid Officer on duty to reduce medication error; and
- the teacher in charge of a student at the time their medication is required is informed of the student's need to receive medication and releases the student from class (if necessary) to receive their medication in the First Aid Room.

Self-administration

In some cases, it may be appropriate for students to self-administer their medication. The Assistant Principal/Curriculum Leader will consult with parents and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Assistant Principal/Curriculum Leader decides to allow a student to self-administer their medication, written acknowledgement may be required from the student's medical/health practitioner and/or the student's parents.

Storing medication

The College will ensure that medication is stored:

- securely in a locked cupboard in the Administration Office in front of First Aid room minimise risk to others;
- in a place only accessible by staff who are responsible for administering the medication (such as the duty First Aid Officer);
- away from a classroom (unless quick access is required);
- away from first aid kits; and
- according to packet instructions, particularly in relation to temperature.

For some students the Assistant Principal/Curriculum Leader may decide, in consultation with parents and/or on the advice from the student's treating medical/health practitioner, that the student's medication should be stored securely in the classroom for quick access.

The Assistant Principal/Curriculum Leader may also decide on advice to allow a student to carry their own medication with them, preferably in the original packaging, provided that the medication does not have special storage requirements (such as refrigeration), and if doing so it does not create potentially unsafe access to the medication by other students.

Please note:

1. The College will not store or administer analgesics such as aspirin as a standard first aid strategy, as they can mask signs and symptoms of serious illness or injury.



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2. The College will not allow a student to take their first dose of a new medication at College in case of an allergic reaction. This should be done under the supervision of the student's parents or health practitioner.
3. The College does not allow the use of medication by anyone other than the prescribed student.

Medication error

If a student takes medication incorrectly, College staff will:

Step	Action
1.	If required, follow first aid procedures as outlined in the student's Individual Anaphylaxis Management Plan or Health Support Plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately on their advice, such as calling Triple Zero "000" if advised to do so.
4.	Contact the student's parents or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the College in light of the incident - post implementation review for continuous improvements.

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

Management of confidential medical information

Confidential medical information provided by parents and medical practitioners will be stored securely in the student's file, and will be protected from unauthorised access, misuse, modification, and loss or damage. This information will only be used for health support purposes. For more information about how the College will use and ensure the accuracy of this information, please refer to our Privacy Policy.

Communication

1. This policy will be communicated to the College community either through the College website, newsletter and via request.



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2. College staff will be informed through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teachers' Handbook; and
 - staff meetings with the Assistant Principal/Curriculum Leader.
3. Parents of students with medication needs will receive a copy of this policy and be involved in ongoing conversations with the Assistant Principal/Curriculum Leader to support the student's health care needs;



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Related Forms

Medication Authority Form FT029
Medication Administration Log FT030

Related Policies

- Anaphylaxis Management
- Camps and Excursions
- Caring for Ill Students
- Duty of Care
- First Aid
- Health Care Needs
- Child Safety

Related Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Health Records Act 2001 (Vic)
- Privacy Act 1988 (Cth)



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		RTO Standards: Guideline 6 – Child Safe Standards	

Revision Record:

Date	Version	Revision description
16/09/2021	V2021.01	Initial Policy
20/10/2025	V2025.02	Minor updates – Introduction section has been re worded to include the RTO details and the Certificates offered by School. Updated the Title of the Assistant Principal. Communication channel has been clarified. Replaced the Appendix and updated it as related form and logs. Updated Related Policies. Privacy policy removed and child safety policy added. Added version control.



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Appendix 1: Medication Authority Form

Medication Authority Form FT029

This form should preferably be completed by the student's medical practitioner. In certain circumstances, the Assistant Principal/Curriculum Leader will accept written advice from parents.

Please note: Wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day. It can be taken before and after school, and before bed.

The College collects medical information about students collect and treats this information as confidential. Personal information will only be shared with College staff, or where it is lawful to share information without parental consent (such as in medical emergencies)

Student

DOB

Year level/program

MEDICATION DETAILS

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.

Name of medication 1

Dosage (amount)

How taken

- by mouth
 injection
 inhaler

- topical
 other: (Specify)

Frequency:

Start date

Cease date

Special instructions
(including storage)

Name of medication 2

Dosage (amount)

How taken

- by mouth
 injection
 inhaler

- topical
 other:

Frequency:



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Start date		Cease date	
Special instructions (including storage)			
Name of medication 3			
Dosage (amount)			
How taken	<input type="checkbox"/> by mouth <input type="checkbox"/> injection <input type="checkbox"/> inhaler	<input type="checkbox"/> topical <input type="checkbox"/> other: (specify)	Frequency:
Start date		Cease date	
Special instructions (including storage)			

MEDICATION DELIVERED TO THE COLLEGE

Any medication brought to College by a student must:

- be in the original packaging;**
- have a pharmacy label that matches this form;**
- be within the expiry date; and**
- be clearly labelled with the student's name, the dosage required, and the time the medication needs to be administered.**

AUTHORISATION TO ADMINISTER MEDICATION

Parent name			
Signature		Date	
Name of medical/health practitioner			
Professional role			
Signature		Date	
Contact details			



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Appendix 2: Medication Administration Log FT030



MEDICATION ADMINISTRATION LOG

Student			
DOB		Year level/ program	

	Name of medication	Prescribed dose
1.		
2.		
3.		

Please complete when administering medication. File in student file at end of term.



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Date	Time	Name of medication	Please tick when Checked ü				Comments	Administered by (name & initials)	Checked by (name & initials)
			Correct student	Correct medication	Correct dose	Correct route e.g. oral / inhaler			