



Medical Administration Policy

Administration of Medication

From time-to-time it may be necessary for medication to be administered to students during school hours, or whilst on excursions, in order to keep them safe.

Golden Grove Lutheran Primary School's Policy

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/guardian
- prescribed medication will only be administered where a student's parent/guardian has provided written permission from a medical practitioner to Golden Grove Lutheran Primary School
- parents/guardians are responsible for keeping Golden Grove Lutheran Primary School updated if their child's requirements for prescription medication change
- parents/guardians are responsible for providing the prescribed medication and collaborating with Golden Grove Lutheran Primary School in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between Golden Grove Lutheran Primary School and the student's parents/guardians that this is a planned part of the student's individual health care plan
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- Golden Grove Lutheran Primary School provides appropriate first aid facilities
- Golden Grove Lutheran Primary School ensures that teaching and ancillary staff have appropriate first aid training.

Maintenance of Medical Records

Parents/guardians must notify Golden Grove Lutheran Primary School of all medical conditions that may require the administration of prescription medication to their child during school hours.

Student medical records are maintained in accordance with our Medical Records (Students) policy which includes a provision to ensure that Golden Grove Lutheran Primary School is regularly updated as to the status of existing medical conditions.



Parent/Guardian Responsibilities

Parents/guardians of students who require prescribed medication to be administered during school hours must notify Golden Grove Lutheran Primary School of this requirement and work with Golden Grove Lutheran Primary School to arrange for supply, administration and storage of the prescribed medication.

Student Individual Health Care Plans

Any dispensing of medication will be done with parent permission and instruction. Medication being dispensed will be recorded on the medication forms in the sickroom.

Individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff in a confidential manner.

Each staff member must fulfil their agreed roles as documented in a student's individual health plan and Golden Grove Lutheran Primary School must inform parents/guardians as soon as possible if concerns regarding a student's health care arise.

Self-Administration

Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

Staff Administration

Where prescription medication is administered by staff:

- the act of administering the medication should be undertaken in the presence of Golden Grove Lutheran Primary School first aid officer, if possible
- Golden Grove Lutheran Primary School's first aid officer with first aid training, should be primarily responsible for administering the medication
- two staff members should be present when medication is administered, one with primary responsibility and one as an observer
- the staff member with primary responsibility must select the student's medication and appropriate dosage
- if administration of emergency medications is necessary, medication type and dosage will be read directly from a student's health care plan or medication order and not transcribed in any way
- in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/guardian
- the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the student
- the staff member with primary responsibility must record the student's name, medication and dosage in the Medication Administration Register and sign their name
- the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right student.



Storage of Medication

In some cases, a student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and students at risk of anaphylaxis and it is appropriate that the student carry the medication on their person.

In other circumstances prescribed medication must be stored safely and access must be restricted to staff members. All medication must be appropriately packaged and clearly show the name of the medication, student's name, dosage and frequency of the dosage.

Note Regarding Emergency Care

Golden Grove Lutheran Primary School will not generally supply or administer medications in an emergency unless the provision of such assistance is part of a student's individual health plan.

It should be noted however that in any life-threatening situation, the welfare of the student is paramount and must be dealt with, with immediate priority, notwithstanding the absence of an appropriate individual health plan.

Staff Responsibilities

Staff are responsible for:

- having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health plan
- being familiar with the medical records and individual health plans of students in their care, respecting the confidential nature of the information at all times
- working with other staff and professionals, in consultation with parents/guardians to ensure the safety of students with specific health needs
- notifying the Principal and informing parents/guardians as soon as possible of concerns regarding management of the student's individual health care.

Implementation

This policy is implemented through a combination of:

- staff training and supervision
- maintenance of student medical records
- effective incident notification procedures
- effective communication procedures with the students' parents/guardians and the students themselves
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Golden Grove Lutheran Primary School may take disciplinary action.



Policy Details and Version History

Version: 1	Approved: School Board, May 2024	Development / Review Team School Leadership Team
Administered by: Principal	Next Review: May, 2025	

Version History			
Version	Dated	Officer	Amendment details
V.1	Month Year	Principal	

