

School Administration of Medication Guidelines



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Preamble

These guidelines should be read in conjunction and with reference to the Christian Schools Tasmania's (CST) Drug Education and Response Policy.

General

All medications are to be taken to the relevant designated staff member (normally the Administration Office) whose responsibility it is to store the medications in a fixed, locked container accessed only by authorised staff members. After negotiation with the parent or carers, medications such as ventolin, Epipens, insulin or other medication as deemed appropriate by the designated staff member, may be held in the possession of the student if the student is deemed competent to self-administer the medication as required. First dosage administration of a medication will not be given at school; this should be given under supervision of a family member or Medical Practitioner.

Definitions

'Self-administer' for the purpose of these guidelines is the act of the student administering something to oneself. As an example, students therefore may be allowed to place a tablet in their mouth, or use an inhaler without assistance.

'Self-medicate' is defined as administering medication to oneself without medical supervision. Students may not, under any circumstances, self-medicate by holding in their possession any medications other than permitted life-saving medications such as ventolin, insulin or an EpiPen. This includes any analgesics, antihistamines, ibuprofen, antidepressants or antibiotics.

Administration of Medication

Staff are provided with training to administer life-saving medication as required such as Ventolin, Insulin, EpiPen or Epilepsy medication.

The Principal will designate who will be responsible for supervising the administration of medications to students on a case by case basis, but may be either the classroom teacher or administration staff. Generally speaking, for Kinder to Year 6 students it will be the responsibility of the Class Teacher or administration staff to administer medications at the scheduled time. Generally speaking, Year 7 to 12 students will be expected to remind designated staff about the administration of medication at the scheduled time.

In an emergency, where a student presents to the first aid room with symptoms indicating a life-threatening allergic reaction or asthma attack, and they do not have parent/carer consent to receive non-prescription medication, staff will contact emergency services for advice, and administer first aid as directed.

A teacher or other member of school staff authorised by the Principal may accept responsibility to give medication to a student while at a school or while the student is involved in school-approved activities. The staff member must feel competent and willing to administer medication and may refuse if they feel uncomfortable or unqualified to do so. Staff are required to familiarise themselves with the full Drug Education and Response Policy.

Following is the procedure that staff are to follow when administering medication to students:

- An Administration of Medication Student Record Form or equivalent must be completed for each administration of medication. It must be kept accessible and must be accurate at all times.
On completion of the sheet or course of medication, the form is to be given to the office to be filed in the student's file.
- Two people must be present when any medication is administered.
- Unused medication will be returned to the parents/carer but not via a child.
- Medication for one child must not be used for another child.
- Medications must be kept in a secure cool place (e.g., medication storage cabinet in a storeroom). If it requires refrigeration, it may be placed in a designated fridge inside the labelled medication tub.
- If symptoms persist at a reasonable time after the administration of medication, the parent/carer will be contacted to take the child home or to seek medical attention.

Authority to Administer Medication

Any request to administer medication at school should be made via Consent2Go by updating the student medical details with their medical condition and medication details. Parents and carers can access the link to update their child's medical details via the school's website, or via email link sent by the administration staff.

No prescribed medication will be administered without written authority to administer either from a doctor, or the pharmacist dispensing the medication. A proforma is provided in this document or a letter from the doctor will be accepted if it contains the following information:

- Doctor or pharmacist's name, address and signature
- Date
- Name of medication
- Type of medication (eg. S8, S4d)
- Dose
- Frequency (How often)
- Time/s
- Route (eg. by mouth)
- Relation to meals or n/a
- Side effects

Prescribed Medications

All prescribed medications are to be brought to school in the original containers or Webster-pak complete with the original pharmacy label. The staff member to ensure instructions on Consent2Go coincide with the original container or Webster-pak of medication handed over by the parent or carer. The signed Authority to Administer Medication Form must be uploaded to 'Documents' on the student's Consent2Go. Any replacement prescribed medication will be checked against Consent2Go to ensure there are no changes to the prescription. Any changes in the prescription will require Consent2Go to be updated.

If parents or carers request to take the original container or Webster-pak home and leave a section of a blister pack at school, the following must occur:

- a. The original container or Webster-pak must be photocopied
- b. The photocopied document must be signed and dated by the parent and the staff member photocopying the container
- c. The signed document must be attached to Doctor or Pharmacists' Authorisation for Administration of Student Medication Form
- d. In the event of the blister pack being used up steps (a-c) must commence again

Prescribed medications to be applied topically need to be accompanied by written instructions detailing application instructions.

Non-Prescribed Medication

Parents and carers will have the opportunity to indicate on the annual information update via Consent2Go, or at any time during the year using the Update Student/Parent/Carer Details link on the school website, if they give authorisation for their child to receive non-prescription pain medication. If a parent is unable to access Consent2Go to update the details, the attached Non-Prescription Medication Authority Form can be used. If a student requires Paracetamol and consent has been given via Consent2Go, the School will have a supply of paracetamol available to administer according to the appropriate dosage requirements. For all other non-prescription medications, eg. Ibuprofen or Antihistamines, parents will need to supply the medication to the school to be safely stored in case the child presents with symptoms requiring the medication. Medication must be in the original packaging and labelled with the students name.

Medical Action Plans

A Medical Action Plan will be required for all students who suffer from an allergy, Asthma or Anaphylaxis. Please refer to CST's Allergy and Anaphylaxis Policy and Asthma Policy on the schools' website.

Privacy

At CST, we are committed to protecting your personal information. For more information about how CST collects, uses, holds and discloses your personal information, or for information about how you may access or correct your personal information held by us, please view our full Privacy Policy, and Collection Notice available at cst.tas.edu.au.

Medication Authorisation Form - **Prescription** Medication To be completed by General Practitioner or Pharmacist

Student name: _____

Date of birth: _____

School: _____

Year level: _____

PRESCRIBED medication to be given to student during school hours:

Name of medication	Expiry date	Type of medication (eg. S8, S4d)	Dose and route	Frequency or Time	Relation to meals or N/A	Side effects, if any	In original container with instructions?*	Student permitted to self-administer?
							Yes / No	Yes / No
							Yes / No	Yes / No
							Yes / No	Yes / No
							Yes / No	Yes / No
							Yes / No	Yes / No
							Yes / No	Yes / No
							Yes / No	Yes / No

I understand that this form provides authorisation for administration, or self-administration (if indicated) of **prescribed** medication to the student named. I understand that I should notify the school IMMEDIATELY if this information changes. *I understand that all medication **MUST** be supplied in the original container or Webster-pak, and that the school cannot administer medication if it is not supplied in the original container or Webster-pak.

Name: _____

Profession (circle): Doctor / Pharmacist

Address: _____

Phone number: _____

Signature: _____

Date: _____

Parent/Carer Signature: _____

Date: _____

Medication Authorisation Form - **Non-Prescription** Medication To be completed by Parent/Carer

Student name: _____

Date of birth: _____

School: _____

Year level: _____

NON-PRESCRIBED medication can be given to student during school hours:

Name of medication	Expiry date	Dose	Route (mouth, nasal spray etc.)	Frequency or Time	Relation to meals or N/A	In original container?*	Student permitted to self-administer?
						Yes / No	Yes / No
						Yes / No	Yes / No
						Yes / No	Yes / No
						Yes / No	Yes / No
						Yes / No	Yes / No
						Yes / No	Yes / No
						Yes / No	Yes / No

I understand that this form provides authorisation for administration, or self-administration (if indicated) of **non-prescribed** medication to the student named. I understand that I should notify the school IMMEDIATELY if this information changes. *I understand that all medication **MUST** be supplied in the original container or Webster-pak, and that the school cannot administer medication if it is not supplied in the original container or Webster-pak.

Parent/carer name: _____

Relationship to student: _____

Address: _____

Phone number: _____

Signature: _____

Date: _____



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