

Medication Policy



Help for non-English speakers

If you need help to understand this policy, please contact the school on 9393 5800

Rationale |

Schools must have a medication management policy that outlines the school's processes and protocols, is ratified by the School Council, is communicated to the school community, protects student privacy and confidentiality to avoid any stigmatization and ensures teachers abide by their duty of care by assisting students to take their medication where appropriate.

Teachers and schools are often required to administer medication to students to control a health condition. Such requests at Bayside P-12 College will be managed in an appropriate manner so that staff (as part of their duty of care) can assist students, to take their medication. Bayside P-12 College will ensure students' privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

All medication to be administered must be accompanied by written advice providing directions for appropriate storage and administration. It must be in the original bottle or container clearly labeled 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.

Purpose |

To ensure staff store and administer medication correctly. The policy relates to all medications including prescription and non-prescription medication.

To ensure Bayside P-12 College complies with the requirements of the Working with Children Act 2005.

Implementation |

The school will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. However, if this advice cannot be provided the Principal may agree that the form can be completed by parents/guardians.

Please refer to [Medication Authority Form and Medication Administration Log](#)

Note: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's health plan.

If necessary, the school will obtain clarifying information from the doctor via the parent or from a hospital pharmacy, ensuring the confidentiality of the student is ensured.

The Principal, or nominee will ensure that the correct student receives their correct medication in the proper dose, via the correct method, such as inhaled or orally, at the correct time of day.

A log of medicine administered will be kept. As a good practice, entries will be signed by two people.

Teachers in charge of students at the time their medication is required will be informed that the student needs to be medicated and release the student from class to obtain their medication.



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Notwithstanding any of the above, the school will encourage parents/guardians to consider whether they can administer medication outside the school day, such as before and after school or before bed. The school will ensure that medication is stored for the period of time specified in the written instructions received and that the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements.

The school will ensure that medication is stored securely to minimise risk to others, in a place only accessible by staff who are responsible for administering the medication, away from the classroom and away from the first aid kit.

Analgesics such as aspirin and paracetamol will not be stored or administered as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury.

No student will be permitted 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.

Use of medication by anyone other than the prescribed student will not be permitted.

In very rare circumstances the Principal may give permission for the student to self-medicate but only after consultation and obtaining written authority that the student is capable of self-medicating.

In the event of an error in medication administration, the school will ring the Poisons Information Line, call an ambulance if appropriate, contact the parents and promptly review the procedures adopted. Parents/carers of students who may require injections are required to meet with the Principal to discuss the matter.

Children who are unwell should not attend school.

Please refer also to the school's specific medical conditions policies e.g. Diabetes Management.

Policy and Approval |

Consultation | College Council & Student Representative Group

Date of approval by College Council |

Review Date | Oct 2025

