

# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT *Administration of Medication*

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### INTRODUCTION

This policy aims to provide parents/carers, students and staff with an explanation of the processes Eltham High School will follow to safely manage the provision of medication to students while at school or during school activities undertaken outside of the school grounds, such as camps and excursions.

### PHILOSOPHY

If a student requires medication, Eltham High School strongly encourages parents to arrange for the medication to be taken outside of school hours. However, Eltham High School understands that students may need to take medication at school or during school activities as outlined above. To support students to do so safely, Eltham High School will follow the procedures set out in this policy.

### POLICY STATEMENT

This policy applies to the administration of medication for all students.

It does not apply to:

- the provisio



## Warning

Eltham High School will not:

- in accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy, as they can mask signs and symptoms of serious illness or injury.
- 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 student's parents, carers or health practitioner.
- allow use of medication by anyone other than the prescribed student except in a life-threatening emergency. For example, if a student is having an asthma attack and their own puffer is not readily available.

## Medication error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student's documented Health Support Plan or other medical management plan.
2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero 000 if advised to do so.
4.	Contact the student's parents/carers or emergency contact person to notify them of the medication error and action undertaken.
5.	Review medication management procedures at the school in light of the incident.

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

Attached are the templates for the Medication Administration Log and the Medication Authority Form to be used in the implementation of this policy.

## BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that



