St Margaret's Berwick Grammar

Distribution of Medicines Policy

Purpose

There will be occasions when the administration of medication is necessary to support students during the course of a typical school day or in school activities outside regular school hours. This policy details how St Margaret's Berwick Grammar (**SMBG**, the **School**) will administer medication to students, parent/carer responsibilities and how protocols will be observed.

Parents/carers Responsibilities

Parents/carers hold the primary responsibilities for their child health and must keep the School fully informed of any medical needs.

Notification of Medication: Parents must notify the School immediately if a child is prescribed regular medication or begins any new medical treatment. **This notification is mandatory for all routine medication, regardless of whether the School is requested to administer the medication during school hours.** Knowing a student's medical background is vital for daily wellbeing and safe emergency medical treatment.

Required information: For child's safety, the School requires up-to-date written details regarding the specific medication name, dosage, scheduled times and any potential side effects or drug interaction

Policy Statement

The policy applies to all medications that need to be administered – whether prescribed or nonprescribed, over-the-counter, or complementary alternative medicines (e.g. vitamins, minerals, supplements).

Wherever possible, the School prefers the scheduling of administering all medications outside of school hours.

Medication can only be administered by the School with the written permission of a parent/carer. The School does not allow the self-administering of Schedule 8 drugs, such as Ritalin or Dexamphetamine.

Medication kept at the School will be reviewed at the commencement of the School year and during the semester break.

Application

This policy applies to all School staff, including volunteers and those contracted to work with students, parents, carers and students.

Prescribed medication

For the School to be able to administer medication to students:

- parents/carers must complete the School Medical Authority Form that details the terms of administering each medication
- All medication must be in its original container with a pharmacy label attached that provides clear and specific instructions for dosage and use
- Medication can only be administered directly from the original container, and the pharmacy label must have:
  - Student name
  - Name of medication
  - Strength and description of medication
  - Date of dispensing

- Dose (how much to give) and mode of administering
- Time the medication is to be taken
- Other instructions for administering (i.e. to be taken with food)
- Storage requirements, expiry date and batch number
- Initials and logo of the pharmacy

If the information on the original container contradicts the Schools Medical Authority Form, the School cannot administer the medication and will proceed to seek written clarification from the parent/carer.

Parents/carers will be contacted when the medication quantity is low or is approaching its expiry date. This may require the completion of a new School Medical Authority Form and/or the supply of new medication

Overnight stays (camps, trips)

For any overnight stays, such as camps and trips, the School requires all prescribed medication to be in the original pharmacy packaging with the directions. The School also require Medical Authority Form to be supplied.

Non-prescribed/over-the-counter medication

The School obtains permission annually to administer paracetamol or over-the-counter antihistamines by authorisation from the parents/carers.

It is strongly advised that other non-prescribed or over-the-counter medications are not brought to School unless on advice from a medical practitioner.

For non-prescribed or over-the-counter medication (including paracetamol, ibuprofen or over-the counter antihistamines the School requires the School Medical Authority Form to be completed by the parent/carer

If non-prescribed or over-the-counter medication is required more than 3 times a week, the School Medical Authority Form **must** be completed by the student's medical practitioner.

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 being 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 must clearly display the name of the medication, the student's name, the dosage and the frequency of the dosage.

Medication such as adrenaline auto-injectors (e.g. EpiPens) or asthma relievers (e.g. Ventolin puffers) will be stored in safe locations to minimise risk to others. These medications must be stored in accordance with ASCIA and Asthma Australia requirements

For avoidance of doubt, all medication is stored:

- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits

- according to packet instructions, particularly in relation on to temperature

In the Early Learning Centre, each class will have a pack with the relevant individual student's EpiPen and/or other medications included. The class teacher will ensure the pack travels with the class when they leave the school.

All medications are stored at School Sickbays. Individual student packs for relevant individual student's EpiPen and/or other medications included. The office team and class teacher will ensure the pack travels with the class when they leave the school.

For Generic school Medications EpiPen and/or other medications included are stored in allocated rooms through ELC and Junior School. When they are taken outside of the school blue medication packs from the Junior School Office are attached by carabiner to the outside of first aid kits.

Self-Administration

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

The School does not allow self-administration of Schedule 8 drugs, e.g. Ritalin or Dexamphetamine.

Students approved to carry their own medication must demonstrate a secure and safe storage practice for medication, which must be documented on the School's Medical Authority Form.

Medical on error

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

If required, follow first aid procedure outlined in the student's Medical Management Plan
Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student
Act immediately upon their advice, such as calling Triple Zero "000" if advised to do so
Contact the student's parents/carers or emergency contact person to notify them of the medical on error and ac on taken
Review medication management procedures in light of the incident

Staff Administration

Where prescription medication is administered by staff:

- The act of administering the medication is to be undertaken in the presence of the School First Aid officer
- The School Nurse or First Aid Officer should be primarily responsible for administering the medication
- The staff member with responsibility for administering medication must select the student's medication and appropriate dosage.
- If administration of emergency medications is necessary, the 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 with written permission from the parent/guardian
- The staff member is responsible for confirming the name on the medication packaging and that the correct medication and dosage is given to the student.

- The staff member must record the student's name, medication and dosage online via TASS in the daily illness record or in the medical records register.

Anaphylaxis

Parents/carers of students at risk of anaphylaxis are required to provide the School with a spare unexpired EpiPen. EpiPens will only be used on the person for whom they are prescribed.

Maintenance of Medical Records

Parents/carers must notify the 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 applicable guidelines which include a provision to ensure that the School is regularly updated as to the status of existing medical conditions.

Definitions

Word/s	Definition
Medical Authority Form	Internal form required by the School with the appropriate authorisation to enable the School to administer medication.
School Medical Register	A central repository for documenting the administering of all medication to students via online records
Staff	an individual working in the School environment who is: • directly engaged or employed by the School • a contracted service provider engaged by the School to perform child-related work • a minister of religion, a religious leader or an employee or officer of a religious body associated with the School • School Council
Student	a person who is enrolled at or attends the School
Volunteer	a person who performs work without remuneration or reward for the School in the School environment

Related Documents & Legislation

Anaphylaxis Policy
Asthma Policy
First Aid Policy
OHS Policy
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)
ASCIA_PC_Adrenaline_Device_Storage_Expiry_Disposal_2026.pdf
Asthma Australia AUS-Schools-Guide-A4_v11_web
Asthma Australia Medications-Devices-A4_v46_Web
Medical Distribution Authorisation From

Policy Review:

This Policy is approved by the Senior Executive and is reviewed annually, and/or earlier where required.

Effective Date	June 2008, March 2011, March 2016, February 2017 July 2021, May 2026
Review Date	**April 2027**
Published	**Website, Nexus**