




Administration of Medication Policy

Purpose:	The purpose of this policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.
Scope:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

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Status:	RATIFIED	Supersedes:	2024 Administration of Medication Policy
Review Date:	Biannually	Next Review Date:	23 Feb 28
Authorised by:	Elizabeth Goor Board Chair	Signature:	
Policy Owner:	School Governing Body (Education for Generations Ltd)		

References:	<ul style="list-style-type: none"> • Australian Privacy Principles • Montessori Noosa Administration of Medication Procedure • Montessori Noosa Consent to Administer to Medication Form
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Policy Statement

Montessori Noosa is committed to ensuring that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

In maintaining that reasonable standard of support, a request for school staff to administer medication during school hours will be considered when there is either no alternative in relation to the treatment of specific medical conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Montessori Noosa is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

In the case of all routine and emergency medication, both prescription and non-prescription, Montessori Noosa requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, Montessori Noosa requires documentation from parents requesting the school to administer the medication.

Montessori Noosa also requires the process above for non-prescription, non-routine also known as over-the-counter medication (eg. paracetamol).

Parents can provide this documentation either by completing the school's Consent to Administer Medication Form or in writing detailing instructions for usage, including dosage, timing, and route of administration.

In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctors and/or pharmacy label providing instructions for usage, including dosage, timing, and route of administration.

Montessori Noosa will keep the following records as outlined in the Montessori Noosa Administration of Medication Procedure:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action, or emergency plans, as required

Montessori Noosa will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, with consideration of the Australian Privacy Principles.

Administering medication

Montessori Noosa follows the "Five Rights" of medication administration as outlined in the Montessori Noosa Administration of Medication Procedure:

- Right person
- Right drug
- Right dose
- Right time
- Right route

Storing medication

All non-emergency medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Montessori Noosa Administration of Medication Procedure.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised staff and students (if applicable), as outlined in the Montessori Noosa Administration of Medication Procedure.

Expired medication

It is the parents' responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents should be notified. Expired medication must not be administered.

Refer to the Administration of Medication Procedure for disposal of expired medication procedures.

Staff training

Montessori Noosa will ensure that appropriate levels of training are provided for relevant staff in administering first aid, medication or as required by individual student health plans.

Self-administration of medication by students

Self-administration of medication by students may be approved by the Principal for those students who are assessed by their parents and medical practitioner as capable. Parents are to complete the Consent to Administer to Medication Form (sections A&B) and provide any relevant documentation supporting the request to the Principal for approval.

Definitions

- **Prescription medication** – prescribed by a medical practitioner
- **Non-prescription medication** – over-the-counter medications available without a prescription
- **Routine medication** - long-term medication administered on a regular basis
- **Non-routine medication** – medication administered on a short-term basis only
- **Emergency medication** – administered in the case of an emergency only

Examples may include:

- Prescription/routine: insulin
- Prescription /non-routine: antibiotics
- Prescription/emergency: EpiPen
- Non-prescription/routine: anti-inflammatories
- Non- prescription/non-routine: laxative
- Non-prescription/emergency: antihistamine

Responsibilities

School Responsibilities

The school acknowledges its responsibility to:

- Administer medication to students in line with this Policy and the related Procedure to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities
- Support students to self-administer medication when approved and appropriate
- Keep appropriate records
- Store student medical information appropriately
- Store all medications securely
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans

Staff Responsibilities

Montessori Noosa employees have a responsibility when administering medication to:

- Attend any training required by Montessori Noosa to enable them to safely administer medication
- Administer medication in line with this Policy and the related Procedures

Parent Responsibilities

Parents have a responsibility to:

- Act in line with this Policy and the related Procedures
- Submit the appropriate documentation when requesting the school to administer medication to their child
- Submit any other medical information or records required by the school to administer medication to their child
- Ensure that the medication provided to the school to administer to their child is within its expiry date

Student Responsibilities

Students have a responsibility to:

- Act in line with this Policy and the related Procedures
- Cooperate with school employees so as to be able to safely administer medication to them

Implementation

At Montessori Noosa, we are committed to:

- The implementation of the Administration of Medication Policy & Procedure
- Ensuring the Consent to Administer Medication Form or equivalent has been completed by parents
- Ensuring the completion of Administration of Medication at School records as required
- Ensuring the completion of Log of Medication in and out of the school is maintained
- Staff practicing safety and hygiene practices when administering medication.

Compliance and Monitoring

Montessori Noosa will undertake the following:

- Medication will to be administered at the Administration office unless approved by the Principal
- Medication is to be stored in the medication storage facilities at the Administration office unless approved by the Principal
- All applicable forms, records and logs related to Medication are to be kept by the school
- The Principal will review this Policy and the related Procedures from time to time and as per the review schedule.

Appendix 1:

- Montessori Noosa Consent to Administer to Medication Form