



Help for non-English speakers

If you need help to understand this policy, please contact Point Cook P-9 College via phone: 03 8348 7100 or email: point.cook.p9.co@education.vic.gov.au.

Purpose

To explain to parents/carers, students and staff the processes Point Cook P-9 College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

Scope

This policy applies to the administration of medication to all students. It does not apply to:

- the provision of medication for anaphylaxis which is provided for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

Policy

If a student requires medication, Point Cook P-9 College encourages parents to arrange for the medication to be taken outside of school hours. However, Point Cook P-9 College understands that students may need to take medication at school or school activities. To support students to do so safely, Point Cook P-9 College will follow the procedures set out in this policy.

Authority to Administer

If a student needs to take medication while at school or at a school activity:

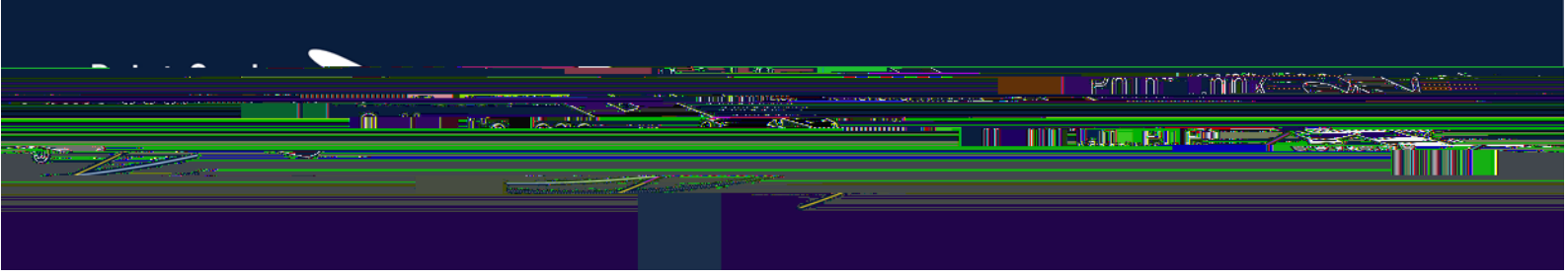
- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the First Aid Officer for a Medication Authority Form.

Administering Medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.



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 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.

