



**Victoria Park**  
Primary School

# Medication Administration Policy

2024

Our School Makes a **Difference**

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At Victoria Park Primary School, we have specific guidelines for the administration of medication to ensure the safety and well-being of our students. Except in an extreme emergency, e.g. unexpected anaphylaxis, medication can only be administered by school staff if appropriate documentation has been completed by parents/carers. Victoria Park Primary School is committed to ensuring the safety and well-being of all our students.

## General Medication Administration

Medication, whether prescribed or non-prescribed, can only be administered by school staff if appropriate documentation has been completed by parents/carers.

Medication should not be stored in students' school bags. All medication must be taken to the front office or specified storage in ECE (Kindy and Pre-primary) classrooms.

The Department of Education's Student Health Care brochure can be downloaded [here](#) or found in Appendix 1.

## Short Term Use of Medication (Up to Two Weeks)

For administration of **short-term** medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an [Administration of Medication \(Form 3\)](#). these forms can be obtained via the office.

When school staff administer the medication, it will be recorded on [Form 12](#) (Record of health care support / administration of medication – *PLEASE NOTE this is on the reverse side of a Form 3*). When the short-term administration is complete, Form 12 is maintained in the student's file (red folder).

### Medication must be;

- clearly labelled with the student's name
- within the expiration date
- in original packaging (or we can photocopy the original packaging if required)

### Parents/Carers will provide medication that is:

- in its correct dosage. School staff are not to cut provided medication.
- if medication is to be measured, parents will provide the measure.

## Long Term Use of Medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a **Student Health Care Summary** and a Management/Emergency Response Plan for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of our school's process for updating student health care records. If this is not the case, please discuss with the front office team.

For administration of **long-term** medication such as ADHD medication (daily) VPPS requires written authority from parents/carers. This authority can be provided by completing a [Generic Health Care Management and Emergency Response Plan \(Form 2\)](#).

When school staff administer the medication, it will be recorded on a [Form 12](#) (Record of health care support / administration of medication). When forms are complete, they are maintained in the student's file.

**Medication must be;**

- clearly labelled with the student's name
- within the expiration date
- in original packaging (or we can photocopy the original packaging if required)

**Provide medication that is:**

- Parents need to provide tablet medication in its correct dosage. School staff are not to cut provided medication.
- If medication is to be measured, parents will provide the measure.
- If a different brand of medication is provided, a new Generic Health Care Plan (Form 2) needs to be completed.
- The front office will advise parents when medication supplies are low. All replacement medication must be brought to the front office by an adult.

## **Asthma Medication**

Student with asthma require [Form 8 - Asthma Management and Emergency Response Plan](#) to be completed and returned to the front office.

If your child requires an inhaler at school, this should be provided to the front office. It will then be recorded and safely stored for easy access.

It will be taken on all excursions.

## **Seizure Medication**

Students who suffer from seizures require [Form 7 - Seizure Management and Emergency Response Plan](#) to be completed and returned to the front office.

If your child requires regular (e.g. daily) or emergency seizure medication to be kept at school, this will be stored as directed by your medical practitioner in the front office. If your child is in Kindergarten or Pre-primary medications will be kept in the ECE rooms.

It will be taken on all excursions.

## Allergy Medication - Mild and Moderate Allergies

Students who suffer from mild and moderate allergies require **Form 5 - Mild and Moderate Allergies Response and Emergency Management Plan** to be completed and returned to the front office.

The **Emergency Response plan (ASCIA)** also needs to be completed and signed by a medical practitioner and provided to the front office.

If your child requires allergy medication (e.g. Antihistamines) to be kept at school, completing this Form 5 provides the authority for staff to administer this. If the medication is administered at school, parents will be notified via email, phone or in person. Allergy medication is generally kept in the office for easy access. If your child is in Kindergarten or Pre-primary medications will be kept in the ECE rooms.

It will be taken on all excursions.

## Allergy Medication - Severe Allergy or Anaphylaxis

Students who are diagnosed with severe allergies or anaphylaxis require **Form 4 - Severe Allergy/Anaphylaxis Response and Emergency Management Plan** to be completed and returned to the front office.

The **Emergency Response plan (ASCIA)** also needs to be completed and signed by a medical practitioner and provided to the front office.

If your child requires allergy medication (e.g. Antihistamines) or an EpiPen to be kept at school, completing the Form 4 provides the authority for staff to administer. If the medication is administered at school, parents will be notified via email, phone or in person.

Student EpiPens and EpiPen Juniors are kept in the office for easy access. If your child is in Kindergarten or Pre-primary medications will be kept in the ECE rooms.

EpiPens and EpiPen Juniors will be taken on all excursions.

Parents should keep a note of the expiry date of EpiPens so that they can be replaced when required.

## Diabetes Management and Action Plans

Students who are diagnosed with diabetes will carry their requirements with them from class to class. Emergency supplies are also kept in various locations around the school including the front office and classroom for emergency situations.

The [Perth Children's Hospital Diabetes Service](#) and the Department of Education Western Australia endorse the use of the diabetes management and action plans for implementation in all early years, primary and secondary school settings. These plans are based on current evidence-based, best practice for young people with type 1 diabetes in Western Australia. They can be filled in via the interactive pdf and printed (filling in name and other details, ticking relevant boxes where indicated by the parent/carer and young person in consultation with the diabetes treating team). All plans will need to be signed by your medical practitioner before being submitted to school. The action plan on the first page will be copied and displayed around the school or ECE to provide a fast reference for managing blood glucose levels if too high or too low. All management plans can be downloaded [Diabetes management and action plans - Diabetes WA](#)



Department of  
Education

# Student health care

On enrolment you will be asked to provide your child's health information to help the school meet your child's health needs.

You will be asked to:

- provide your child's Australian Immunisation Register (AIR) immunisation history statement
- complete a Health Care Summary form with details about health care needs and information to use in a medical emergency
- complete Management and Emergency Response Plans where the Health Care Summary indicates your child needs support at school.

If your child's medical needs are complex, you can arrange a meeting with the school.

## Management and Emergency Response Plan

A Management and Emergency Response Plan provides your child's school with information they need to respond to specific medical needs. The plan outlines:

- a daily management plan
- an emergency response plan
- staff training requirements
- medication instructions such as dosage, storage and when it needs to be taken
- your authority to act.

Management and Emergency Response Plans may need to have a signature from your child's medical practitioner.

It is important to ensure the plan is in place as soon as possible. You should also review the plan each year or as your child's needs change.

## Types of plans

Management and Emergency Response Plan templates are available from your school for common conditions such as:

- severe allergy or anaphylaxis
- mild and moderate allergies
- seizure
- asthma
- activities of daily living
- emergency response plan for students with special needs
- generic health care (for all other conditions).

Plans for students with diabetes are developed using the Diabetes WA templates.

## Medication and equipment

If your child needs to be given medication during school hours, you need to provide:

- medication that is labelled with your child's name, in its original packaging and is within expiry
- written authorisation for the school to administer the medication using a standard form from the school.

This applies to medication for long-term and short-term use.

If your child needs medical equipment at school, it is important to ensure you supply the equipment in good working order.

It is important that you maintain communication with your child's school, and advise of any changes or concerns you may have.