



Medication Management Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on info@ae.edu.au

1.0 Rationale

To explain to parents/carers, students, and staff the processes Stott's College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.

2.0 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 in our school's Anaphylaxis Management Policy and Procedures
- The provision of medication for asthma which is provided in our schools Asthma Management Policy and Procedures
- Specialised procedures which may be require for complex medical needs

3.0 Policy

If a student requires medication, **Stott's College encourages parents / carers to arrange for the medication to be taken outside of school hours.** However, Stott's College understands that students may need to take medication at school or school activities. To support students to do so safely, Stott's College will follow the procedures set out in this policy.

NOTE: In accordance with Department of Education and Training policy, Stott's College does not store or administer analgesics such as aspirin and paracetamol as they can mask signs and symptoms of serious illness or injury.

Stott's College will not 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 practitioners.

Stott's College will not 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.

Authority to administer

Stott's College does not keep general medications at the College and will only administer students' prescribed medications per their medication sign-in form.

Permission to Administer 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.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Head of School will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Student Self-Administration of Medication

In most cases, it may be appropriate for students to self-administer their medication. The Head of School will consult with parents/carers and consider advice from the student's medical/health practitioner to determine whether to allow a student to self-administer their medication.

If the Head of School decides to allow a student to self-administer their medication, the Head of School may require written acknowledgement from the student's medical/health practitioner, or the student's parents/carers that the student will self-administer their medication.

Storing medication

All medications are stored securely in a locked cabinet in the Head of School's office.

Due to health conditions, students may, at times, leave personal medication with the Head

of School. If a student's medication is to be stored in the Health Centre, the following information must be provided, and the medication signed in (see Appendix B for Student Medication Sign In Sheet and Appendix C Staff Member Medication Sign in Sheet).

The medication must be in the packaging from the pharmacy and contain the following

- Drug name and dosage and regular administration time
- Indication for administration
- Name of dispensing doctor

Any administration of student's own medication will be documented as per the school policy

The Head of School may decide, in consultation with parents/carers and/or on the advice of a student's treating medical/health practitioner:

- that the student's medication should be stored securely in the student's classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - the medication does not have special storage requirements, such as refrigeration
 - doing so does not create potentially unsafe access to the medication by other students.

Recoding of Medical Administration

The following information is recorded in the Medicine Administration Log.

- Name of the person medication is to be administered to
- Name of medication
- Dosage of medication
- Time the medication is administered
- Indication for administration of medication
- Person administering the medication – signature

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.
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 taken.
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.

5.0 Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Available publicly on our school’s website
- Referenced in relevant school handbooks

6.0 Roles and Responsibilities

Board of Directors

- Ensure governance oversight of safe medication management practices.
- Approve the Medication Management Policy and monitor compliance.
- Ensure systems support child safety, duty of care, and regulatory obligations.

CEO

- Provide organisational oversight and resources to implement the policy.
- Ensure school leadership maintains safe, compliant medication procedures.
- Monitor risks and address systemic issues arising from medication incidents.

Head of School

- Oversee daily implementation of medication procedures.
- Authorise and supervise medication administration, including self-administration decisions.
- Ensure correct storage, documentation, and record-keeping.
- Inform relevant staff of students’ medication needs and ensure supervision.
- Manage medication errors, including emergency response and parent notification.

All Staff

- Follow medication administration procedures and maintain accuracy and confidentiality.
- Supervise medication administration when required.
- Release students from class to access medication as needed.
- Respond to medication errors in accordance with first aid and emergency protocols.

Parents / Carers

- Provide correctly labelled, in-date medication and complete required Medication Authority Forms.
- Ensure first doses are given at home and advise the school of any medication changes.
- Work with the Head of School to determine suitability for self-administration.
- Collect expired or discontinued medication from the school.

7.0 Related Documents

VCE-POL-01 Child Safety and Wellbeing Policy
VCE-POL-04 Anaphylaxis Management Policy and Procedures
VCE-POL-09 Excursions Policy
VCE-POL-10 First Aid Policy
VCE-POL-11 Asthma Management Policy and Procedures

8.0 Document Information

Document Name	Medication Management Policy
Document Number	VCE-POL-12
Purpose	To explain to parents/carers, students, and staff the processes Stott's College will follow to safely manage the provision of medication to students while at school or school activities, including camps and excursions.
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Student Health and Safety
Approval Date	18/12/2025
Effective Date	18/12/2025
Last date of endorsement	18/12/2025
Next Review Date	18/12/2027
Policy Advisor	Head of School, Head of Quality and Risk
Approving Authority	Board of Directors

9.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.

Appendix A: Student Medication Sign-In Sheet

Stott's College Student Medication Sign in Sheet

Student Name:

Medical Condition:

Medication: *The medication must be in the pharmacy dispensed packaging and labelled with the following information – Student Name, Doctors instructions, Dosage*

Dosage:

Date:

Parent / Carer Authorisation for School to administer medication:

Signature:

Parent / Carer Authorisation for Student to Self-Administer:

Signature:

Staff Signature:

At times, medication dosages will need to be changed by the GP or treating specialist.

Dosage Change:

Date of change: