St Francis Xavier College
Berwick, Officer and Beaconsfield

Procedure for

the Administration of Student Medication

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

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Purpose

The purpose of this procedure is to provide a clear process for the administration of student medication.

Scope

The following procedure is designed to ensure that the administration of student medication satisfies the duty of care owed by the College.

This procedure applies to the administration of student medication in the following situations:

- Administration of student medication by the Student Health Officer or First Aid Officer on campus
- Administration of student medication by the designated First Aid Officer on a day excursion
- Administration of student medication by the designated First Aid Officer on an overnight activity

This procedure does not apply to the administration of:

- Adrenaline autoinjectors: The procedure for the administration of adrenaline autoinjectors is available in the College's Anaphylaxis Management Procedures.
- Asthma relievers: The procedure for the administration of asthma relievers is available in the College's Asthma Management Procedures.

Context

Approximately 250 students St Francis Xavier College Students take regular prescription medication. As well as these students many other students will need to take medication from time to time. Having a clearly established process for administering student medication at school and during excursions and overnight activities is essential to mitigate the risks.

Definitions

SFXC: An abbreviation for St Francis Xavier College

Campus Management Team: The Leadership team responsible for the day-to-day management of the campus. It consists of the Deputy Principal-Head of Campus, the Director of Learning Culture, the Campus Organiser and the Director of Students.

Duty of Care: A moral or legal obligation to ensure the safety and well-being of others.

Excursion: An activity which involves students leaving the campus grounds during or outside of school hours, including SFXC Staff meeting students off-campus for any school related activity. Taking students from one campus to another is an excursion.

First Aid Officer A staff member designated as the primary first aider when a Student Health Officer is unavailable. This can be any staff member with first aid qualifications. A First Aid Officer may be

required for College events, excursions, overnight activities, and when the Student Health Officer is taking a break.

Overnight Activity: An activity which involves staff and students staying away from home for one or more nights.

Risk Assessment: Document used to identify and evaluate reasonably foreseeable risks

Student Medication: All prescription and non-prescription medication supplied by parents.

Student Health Officer A staff member employed as the designated as the primary first aider for the campus/school.

Teacher in Charge: The member of staff who is authorised by the Campus Management Team to organise and manage an excursion or overnight activity.

Procedure

5.1 Storage of Student Medication

- Student medication must be stored securely and according to the manufacturer's instructions.
- All student medication must be in original packaging (with pharmacy label for prescription medication) and clearly show the name of the medication, student's name, dosage, and frequency of the dosage.
- In some cases, a student's immediate access to prescribed medication is very important for the effective management of a medical condition (e.g. asthma) and it is appropriate that the student carry the medication on their person.
- Students must not carry medications unless there is a written agreement between the College and the student's parents/carers that this is a planned part of the student's health plan.
- Student privacy must be protected when medication is administered.

5.2 General Administration of Student Medication

When it is necessary to administer medication to a student:

- Except for adrenaline autoinjectors, any medication (including minor analgesics) will only be administered to a student if it has been provided to the College by the student's parent/carer with a completed "Medication Authorisation Form" or "Medication Consent Form for Camps and Retreats".
- The College shall provide an appropriate environment for medication administration.
- The College shall ensure that there is a staff member of staff who hold current first aid qualifications to supervise the administration of medication in accordance with the Medication Authorisation Form.

- Medication must be administered according to instructions provided by the parent/carer and according to the instructions on the medication packaging. If the information on the medication container contradicts the request of the parent/carer, staff will seek clarification from the parent/carer before medication is administered.

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

- Staff must check:
  - Correct name (student)
  - Correct medication (original packaging)
  - Correct dose (timing, amount)

5.3 Administration of Student Medication on Campus

1. The campus Student Health Officer is primarily responsible for administering student medication on campus. A First Aid Officer may administer student medication in the absence of a Student Health Officer.

2. While on campus, student medications are kept in a locked cabinet in the First Aid Office.

3. The administration of student medication should take place in a clean environment that offers the student privacy. This should be the First Aid Office wherever possible.

4. The staff member administering student medication will verify:
   - The identity of the student before medication is administered.
   - The name of the student, the name of the medication and the dosage on "Medication Authorisation Form" against the pharmacy label or medication packaging (for over-the-counter medication).

5. A record of medication administration will be kept on Synergetic, as well as on a paper log which is co-signed by the student and stored with the medication.

If a First Aid Officer is standing in for the Student Health Officer, a second staff member should be present when medication is administered (See the procedure for excursions).

5.4 Administration of Student Medication during a Day Excursion

1. The teacher in charge of the excursion must check the medical reports on SIMON for all students attending.

2. The teacher in charge must email the Student Health Officer to request first aid kits for the excursion.

3. The teacher in charge of the excursion should contact the Campus Student Health Officer to be briefed on the medical needs of students attending the excursion. The Student Health Officer will also brief the teacher in charge about any students who will need to take medication during the excursion.

4. All student medication must be in the original packaging with the student's name and pharmacy label clearly visible.

5. See ‘General Administration of medication’ section for further steps.

5.5 Administration of Student Medication during an Overnight Activity

Parents should be sent a copy of the “Medication Consent Form for Camps and Retreats” at least two weeks prior to the activity.

1. Parents should be asked to return the completed “Medication Consent Form for Camps and Retreats” with any medication required by their child to the Teacher in Charge (or another nominated SFXC Staff Member) at least one week prior to the activity.

   Parents must be instructed that:
   - Medication must be in its original packaging and clearly labelled with their child’s name and House and with the pharmacy label attached.
   - There must be sufficient medication for the duration of the activity.
   - A large ‘D’ should be written on the packaging if it contains daily medication.
   - The medication and the “Medication Consent Form for Camps and Retreats” should be placed in a transparent zip lock bag with the child’s name clearly visible.

2. The Teacher in Charge (or another nominated SFXC Staff Member) should check each form and each set of medication to ensure that the instructions are clear. If there is any doubt the parent must be contacted for clarification.

3. See ‘General Administration of medication’ section for further steps.

5.6 Administration of Medication (activities)

- There must be two staff present when medication is administered to students during an excursion or overnight activity. One staff member must be the designated First Aid Officer for the activity and have primary responsibility for the administration of medication while the second staff member is an observer. The staff member who has primary responsibility for administration of medication must be an SFXC employee who has a current first aid qualification (a minimum of Provide First Aid and CPR). It is best practice that the same staff are responsible for the administration of medication throughout the activity.

- The following steps should be followed each time medication is administered:
  1. The name of the student, the name of the medication and the dosage needs to be checked by both staff from the medical manifest and the pharmacy label.
  2. If there is any doubt about the instructions the parent must be contacted for clarification.
  3. The identity of the student must be verified before medication is administered.
  4. The SFXC Staff Member who has primary responsibility for the administration of medication should record the date and time on a Medication Administration Log and this should be checked by the observer. (Medication Administration Logs can be downloaded from SIMON/Knowledge Banks/Staff Documents/Excursions, Incursions, Camps and other Overnight Activities). Both staff should then initial the form.
  5. At the end of the activity all medication and Medication Administration Logs must be given to the Campus Student Health Officer.

5.7 Medication error

If a student takes medicine incorrectly the Student Health Officer or delegated First Aid Officer must respond in the following way:

- if required, follow first aid procedures outlined in the:
  - student health support plan, or
  - anaphylaxis management plan
- ring the Poisons Information Line 13 11 26 and give details of the incident and student
- act immediately upon their advice, such as calling an ambulance (on 000) immediately if you are advised to do so
- Inform the Activity Leader and the relevant Deputy Principal Head of Campus
- contact the parents or carers or the emergency contact person to notify them of the medication error and action taken
- review medication management procedures at the school in light of the incident.

Responsibilities

Key Responsibilities

The Principal is responsible for ensuring that there are procedures in place which reflect DOSCEL Policy.
The Deputy Principal - Wellbeing is responsible for all procedures related to First Aid.

Implementation and monitoring

The Deputy Principal - Wellbeing has responsibility for day-to-day implementation and monitoring of this procedure.

Student Health Officer (Responsible for administration of medication on campus)

- Ensure appropriate storage of medication on campus according to the manufacturer's instructions.
- Ensure that medication is administered according to instructions.
- Seek clarification from the parent/carer if the information on the medication container contradicts the request of the parent/carer.
- Maintain accurate records of medication administration.
- Ensure that parents/carers are notified of expired medication.
- Ensure that expired medication is not administered.

First Aid Officer (Responsibilities for administration of medication on campus or on an excursion or overnight activity)

- Ensure appropriate storage of medication according to the manufacturer's instructions.

- Ensure that medication is administered according to instructions.

- Seek clarification from the parent/carer if the information on the medication container contradicts the request of the parent/carer.

- Maintain accurate records of medication administration.

Teacher in Charge of an activity, excursion or overnight activity

- Ensure that a First Aid Officer is appointed to take responsibility for first aid and administration of medication.

- Ensure that the correct procedures (as set out in this document) are followed.

Parents/Carers

- Notify the College of any requirement for medication to be administered while in the care of the College.

- Provide any medication that needs to be administered while in the care of the College, along with a completed “Medication Authorisation Form” or “Medication Consent Form for Camps and Retreats” as appropriate.

- Collaborate with the College in working out arrangements for the supply, administration and storage of the prescribed medication.

- Notify the College if the requirement for medication administration changes.

Compliance

Relevant Legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

Relevant DOSCEL Policies

- First Aid Policy
- Student Duty of Care Policy
- Child Protection and Safety Policy
- Privacy Policy

Relevant College Procedures

- Privacy Procedure
- Child Protection Program
- Anaphylaxis Management Procedure
- Allergy Management Procedure
- Asthma Management Procedure
- First Aid / Medical Incident Response Procedure
- Medical Records and Support Plan Procedure
- Procedure to Manage a Serious Incident on an Excursion or Overnight Activity

- Procedure for Organising an Excursion, Incursion or Overnight Activity

Review and Evaluation

This procedure will be reviewed annually or more often if required. The Deputy Principal-Wellbeing has responsibility for co-ordinating review of this procedure.

Further Information

Further information can be obtained from:

- Student Health Team Leader
- Deputy Principal Wellbeing
- Risk and Compliance Manager

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date	October 2019
Last Reviewed	July 2025
Review Date [Commonly 1 – 2 Years]	2 years – July 2027
Local Governing Authority Approval	College Leadership Team

Record of Review

Details of Amendments	By Whom	Date
• Removed from **Student Medication during a Day Excursion** ○ The Student Health Officer will check that parents have provided consent via the Medication Authority Form to administer administration. • Updated Appendix A, B, and C	Deputy Principal Wellbeing	August 2023
• Addition of definition of Student Health Officer • Clarification of signatures/checks for administration of medication • Addition of section relating to medication error	Deputy Principal Wellbeing	June 2024
None	Deputy Principal Wellbeing	July 2025

Appendix A – Medication Consent Form for Camps & Retreats

St Francis Xavier College
Berwick, Officer and Beaconsfield

MEDICATION CONSENT FORM FOR CAMPS & RETREATS

Private and Confidential

The medication must be in its **original packaging** and **clearly labelled with the child's name**, **HOUSE** and a **large D indicated** if it is daily medication, if applicable.

This form must be completed and accompany the medication.

Please place NAME SIDE UP in a transparent zip bag.

STUDENT NAME:_____ **DATE OF BIRTH:**_____ **HOUSE:**_____

Medication Required						OFFICE USE ONLY		
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (orally etc.)	Amount provided to College (eg: 4 tablets)	Dates	Date given	Time given	Staff administrating
					Start date: / / End Date: / / ☐ Ongoing medication			
					Start date: / / End Date: / / ☐ Ongoing medication			
					Start date: / / End Date: / / ☐ Ongoing medication			

Medication Storage

Please indicate if there are specific storage instructions for the medication:

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Medication delivered to the school

Please ensure that for all medication provided to the school:

- ❑ Medication is in its original packaging (zip lock bags, envelopes and plastic containers are not acceptable)
- ❑ The pharmacy label for prescription medication matches the information included in this form (medication cannot be accepted without this legal requirement being met)
- ❑ There is sufficient medication for the duration of the activity.

Monitoring effects of medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following administration of medication.

Authorisation:
Name of Parent/Carer:
Signature:
Date:
Contact details:

PRIVACY STATEMENT
The school collects personal information so that the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the Student Health Officer of the relevant Campus.

Appendix B – Medication Administration Log

St Francis Xavier College
Berwick, Officer and Beaconsfield

MEDICATION ADMINISTRATION LOG

Name: ..... Year Level: ..... Start Date: .....

Date	Time	Medication	Dose	Student Signature	Staff Code	Staff Signature

Appendix C – Medication Authorisation Form

St Francis Xavier College
Berwick, Officer and Beaconsfield

MEDICATION AUTHORISATION FORM
Private and Confidential

This form must accompany ALL medication administered at school, except for those covered by an asthma or anaphylaxis management plan.
Please place medication and form in a transparent resealable bag, labelled with the student's name, house, and the letter D for daily medications.

STUDENT NAME:_____

DATE OF BIRTH:_____ **HOUSE:**_____ **YEAR LEVEL:**_____ **YEAR:** 202____

Medication Details				
Name of medication	Dosage (amount)	Time/s to be taken	Type of medication (tablet, puffer, etc.)	Dates
				Start date: / / End Date: / / OR ☐ Ongoing medication
				Start date: / / End Date: / / OR ☐ Ongoing medication
				Start date: / / End Date: / / OR ☐ Ongoing medication
				Start date: / / End Date: / / OR ☐ Ongoing medication

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Storage of medication

Students may only carry their own medication in agreement with the College and a parent/guardian.

☐ Stored in Student Health Office **OR** ☐ Carried and stored appropriately by student

Notes: .....

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Students who carry medication are asked to inform the Student Health Office if the medication is used.

Medication provided to the school

Please ensure that for all medication provided to the school:

- ✓ Medication is in its original packaging (No zip lock bags, envelopes, or plastic containers)
- ✓ Medication is in date
- ✓ The pharmacy label for prescription medication matches the information included in this form (medication cannot be accepted without this legal requirement being met)
- ✓ Medication is replaced as required
- ✓ A new Medication Authorisation Form is provided if there is any change in medication or dosage

Monitoring effects of medication

The administration of medication by staff is documented on College record keeping systems. The College is unable to monitor students who carry or self-administer their own medication.

College staff *do not* monitor the specific effects of medication and will seek emergency medical assistance if concerned about a student's wellbeing following medication.

Known side effects: .....

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Authorisation
Name of Parent/Guardian:
Signature:
Date:
Contact details:

PRIVACY STATEMENT

The College collects personal information in order to plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant College staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the Student Health Officer of the relevant Campus.