

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:	The scope of this procedure applies to all parents/guardians requesting emergency medication administration for their young person and all authorized Jabiru Community College staff involved in the handling, administration, and recording of that medication.	
Status:	Approved	Supersedes: New Policy
Authorised by:	Co-Principals	Date of Authorisation: August 2025
References:	Emergency Medication-Administration of Medication Authorisation and Record Form	
Review Date:	Every 2 years	Next Review Date: August 2027
Policy Owner:	Co-Principals	

Policy Statement

Jabiru Community College 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 order to ensure that students have this access to a 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 condition, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

Jabiru Community College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Jabiru Community College will ensure that medication is not administered to a young person being educated and cared for by the service unless:

- administration is authorised; or
- administration is due to a case of an anaphylaxis or asthma emergency; and
- medication is administered in accordance with this Policy and the related Emergency-Medication-Administration of Medication Authorisation and Record Form

Jabiru Community College will allow medication to be administered to a young person without an authorisation in case of an anaphylaxis or asthma emergency. In this case, the school will ensure that a parent of the young person and emergency services are notified as soon as practicable.

Authorisation and Documentation

Jabiru Community College will ensure that a Medication Record is kept for each young person to whom medication is to be administered by the service [as per the Emergency Medication-Administration of Medication Authorisation and Record Form].

Authorisation to administer medication will be included in a young person's Medication Record. In the case of emergency, authorisation can be given verbally by:

- a parent or a person named in the young person's enrolment record as authorised to consent to administration of medication, OR
- if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

Written notice that emergency medication has been administered will be given to a parent or other family member of a young person as soon as practicable.

Medication Records will be updated whenever the service is advised of a change in a young person's medication by their parent, or at least annually.

The following details will be recorded in the Medication Record:

- name of the young person
- authorisation to administer medication including self-administration if appropriate, signed by a parent or a person named in the young person's enrolment record as authorised to consent to administration of medication
- name of the medication to be administered
- dosage of the medication to be administered
- manner in which the medication is to be administered
- time and date the medication is to be administered and was last administered.

If/when the medication is administered to the young person, the following details will be recorded in the Medication Record:

- dosage that was administered
- manner in which the medication was administered
- time and date medication was administered and when medication should be next administered
- name and signature of the person who administered the medication
- name and signature of another employee who checked the dosage and administration.

Administering medication

Jabiru Community College follows the "Five Rights" of medication administration:

- 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.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and staff.

Expired medication

It is the parents' or guardian's 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.

Staff training

Jabiru Community College Administration of Medication Procedure will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans. If specialised administration is required, staff will undertake the appropriate training with a relevant organisation, for example: Diabetes Australia.

Self-administration of medication by students

Self-administration may apply to students who are assessed by their parents and medical practitioner as capable and as approved by the Principal as appropriate.

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**

Jabiru Community College acknowledges its responsibility to:

- Administer medication to students in line with this Policy to help 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 appropriate and approved
- Keep appropriate records
- Store student medical information appropriately
- Store all medication securely
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans

Staff Responsibilities

At Jabiru Community College, employees have a responsibility when administering medication to:

- Attend any training required to enable them to safely administer medication
- Administer medication in line with this Policy.

Parent Responsibilities

At Jabiru Community College parents have a responsibility to:

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

Students

At Jabiru Community College students have a responsibility to:

- Act in line with this Policy
- Allow employees to safely administer medication to them, including swallowing any oral medication