

Y Whittlesea

Administration of Medications Policy- Y Community School

1. Purpose:

The Administration of Medications Policy sets out the principles and framework under which the school will enact its responsibilities and support the care of students. The policy, together with the policy implementation documents listed on page 4, should be read and understood by staff, parents and students.

2. Scope:

This policy applies to all Staff, Volunteers and Board Members of Y Whittlesea and all parents/carers, students and staff who access or work at the Y Community School.

This policy covers the requirements for any student on the school site or attending a school event or activity who requires medication.

This policy does not cover Staff, Volunteers and Board Members of the Y Whittlesea involved in other areas of the Y's services and business.

3. Principles:

The school and its staff have a duty of care towards all students.

The school is required to make proper arrangements for distributing medicine for students who are ill or who have a medical condition that requires medication.

Managing medications requires consideration of the needs and safety of both the student who requires that medication and other students and staff who may access that medication.

4. Definitions:

- **'The Y', 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services Ltd
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth and Community Services Ltd.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign documentation in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.
- **Medication:** A chemical or chemical compound used to treat an illness or the symptoms of an illness including pain. For the purposes of this policy this includes prescription medications and non-prescription medications which are used for the treatment of an illness or symptom. It does not include a foodstuff or confectionary unless such is covered by relevant legislation, regulations or restrictions.

5. Policy:

The school will support students to take medications which have been prescribed by a doctor or other medical professional and authorised by the parent. Nonprescription medications should be authorised by a parent and managed in accordance with any identified risk they might pose to students and any legislative requirements.

5.1 Authorisation:

Where a student requires medication to be taken during the school day or in the course of a school event, the administration of medicines must be authorised in writing by a parent, this can include authorisation by email where the contact details of the parent are known to the school. The written authorisation should state: the medicine to be taken, dosage, time to be administered, the period for which the authorisation is valid, appropriate storage requirements and any special instructions.

In the case of an emergency, authorisation to administer medication may be given verbally or, if parents cannot be contacted, by a registered medical practitioner or an emergency service. Medication may be administered to a child without authorisation in case of an anaphylaxis or asthma emergency.

The school will retain records of such authorisations within the student's records.

5.2 Administration:

The school will encourage parents to administer medication before or after school wherever possible.

The school will require the first dose of any new medication to be administered by the family or health practitioner in order to monitor any allergic reaction. It is not the school's role to monitor the effects of any medication.

Unless otherwise agreed or required, in the normal course of events medication will be administered by the school's First Aid Officer who will be the school administration person. In the case of excursions and other events the teacher in charge will be responsible to ensure medications are administered in accordance with this policy.

The school must ensure a log or record is retained of all medicine administered. Such records will be retained within the student's record.

When considering whether it is appropriate for the self-administration of medicines, the school will consult with parents, taking into account the age of the student and any other circumstances. This includes consideration of the risks to other students. The self-administration of medicines must be authorised in writing by parents. The school must put procedures in place to manage the self-administration of medicines including arrangements for supervision and record keeping. Where students are over the age of 18, they can be legally responsible for their own medications. These students must be engaged in the processes regarding consideration of storage, risks to other students etc.

Medicine must be administered only to the **student named** in the written authorisation, except in a life-threatening emergency, for example, where a student has an asthma attack and they do not have their puffer.

In distributing medicine, the school must protect student privacy and confidentiality.

Where a student has a serious medical condition (anaphylaxis, asthma, epilepsy, diabetes, etc.), the administration of medicine should be considered in the context of an overall support plan for that condition. Wherever possible this should include information provided by the relevant medical practitioner or a relevant support service (e.g. The Epilepsy Foundation).

5.3 Storage:

Medicine must be stored in its original container and according to the written instructions provided. For prescription medications this must include the details of the prescription or a copy of this must be obtained. The school should ensure the quantity of medicine is at a minimum, that the storage is secure and only accessible by authorised personnel. Medicines should not be kept in the classroom or in first aid kits unless this is required to ensure the safety of students.

Where possible, the school should store self-administered medicine. Factors to be taken into consideration when permitting students to carry their own medication should include:

- Whether the student requires immediate access to the medication e.g. insulin.
- Any special storage requirements e.g. refrigeration.
- The risk of unsafe access to medicines by other students.

5.4 Analgesics:

The school recognises the danger analgesics and particularly paracetamol pose to the cohort of students attending the school. In recognition of this, students will be informed that they are not to carry analgesics with them and that where they require these, they should seek assistance from the First Aid Officer. Each campus will keep a small supply of these and in the instance that a student requests them, parental / guardian consent will be obtained. Consent will be required in each separate instance and ongoing consent is not deemed acceptable.

Where a student requests analgesics and is administered them based on the appropriate consent, they will be administered in line with the other aspects of this policy and the administering person will complete the appropriate medication record including recording when and how consent was obtained.

6. Related policies:

- YCS First Aid Policy
- YCS Anaphylaxis Policy

7. Related procedures and supporting documents:

- YCS Administration of Medicine Record.
- YCS Enrolment Form

8. Legislative and Industry Requirements:

[Link](#) to Legislative Compliance Register.

9. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

10. Variations:

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

11. Policy owner:

The Executive Manager Y Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

12. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/02/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Policy Created	Paul van Breugel	Executive Manager Y Schools 19/06/2023	1/11/2023