



Administration of Medication Policy

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:	Students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
References & Legislation	<ul style="list-style-type: none"> • The Rainforest School Administration of Medications Procedure <ul style="list-style-type: none"> ○ Consent to Administer Medication Form ○ Medication Order and Information for Parent/Carers and Health Practitioners ○ Administration of Medication at School Record Sheet ('as needed') ○ Administration of Medication at School Record Sheet (routine) ○ Administration of Medication at School Record Sheet (insulin) ○ Request for Additional Medication Advice • The Rainforest School Substance Management Plan • The Rainforest School Work Health and Safety Policy • Anti-Discrimination Act 1991 (Qld) • Australian Human Rights Commission Act 1986 (Cth) • Disability Discrimination Act 1992 (Cth) • Disability Standards for Education 2005 (Cth), including Guidance Notes • Australian Education Act 2013 (Cth) • United Nations Rights of the Child • Universal Declaration of Human Rights (1948) 	
Status:	Approved	Supersedes: 14/02/ 2023
Authorised by:	Principal	Date of Authorisation: 29/02/2024
Review Date:	Every 2 years	Next Review Date: February 2026
Policy Owner:	Principal	

Policy Statement

The Rainforest School 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 conditions, or when a prescribing health practitioner has determined that the administration of medication at school is necessary.

The Rainforest School is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

Documentation

In the case of all routine and emergency medication, both prescription and non-prescription, The Rainforest School requires parents to provide documentation of the medication required to be administered at the school from the prescribing medical practitioner.

For all non-routine medication, both prescription and non-prescription, The Rainforest School also requires documentation from parents requesting the school to administer the medication.



In all cases, the medication must be provided to the school in its original packaging, within its expiry date, and with the doctor's and/or pharmacist's label providing instructions for usage, including dosage, timing and route of administration.

The Rainforest School requires the process above for non-prescription non-routine medication to be followed for the administration of paracetamol.

The Rainforest School will keep the following records:

- Requests from medical practitioners and/or parents to administer medication
- Logs of medication in and out of the school
- Documentation of the administration of the medication
- Individual student health, action or emergency plans, as required¹

The Rainforest School will store student medical information in an accessible yet secure space close to where the medication will be stored and administered, taking into account the *Australian Privacy Principles*.

Administering medication

The Rainforest School 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' 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

The Rainforest School will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans.

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.

¹ As of 1 March 2017 individual student health plans are required for administering Medicinal Cannabis using the Queensland Health [Medicinal Cannabis Management Plan](#) template. You are also required to notify Queensland Health via a [Notification of Medicinal Cannabis Management Plan](#).



Responsibilities

School Responsibilities

The Rainforest School acknowledges its responsibility to:

- Administer medication to students in line with this Policy and the Administration of Medications Procedure 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 plan

Staff Responsibilities

At The Rainforest School employees have a responsibility when administering medication to:

- Attend any training required by The Rainforest School to enable them to safely administer medication
- Administer medication in line with this Policy and the Administration of Medications Procedure

Parent Responsibilities

At The Rainforest School parents have a responsibility to:

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

Students

At The Rainforest School students have a responsibility to:

- Act in line with this Policy and the Administration of Medications Procedure
- Allow employees to safely administer medication to them, including swallowing any oral medication

Implementation

- Parents/carers to submit a 'Consent to Administer Medication Form'
- One staff member to oversee administering routine medication and collection of records for a specific child ('Administration of Medication Record Sheet')
- Staff to follow the Administration of Medications Procedure



Compliance and Monitoring

The following records will be kept in a medication book log located in office:

- Requests from medical practitioners and/or parents to administer medication,
- Logs of medication in and out of the School,
- Documentation of the administration of the medication should be kept for at least two years, including:
 - The name of the person the medication was administered to
 - The name of the person who administered the dose
 - The date of administration
 - The time of administration
 - The dose of administered
- Individual student health, action or emergency plans, as required.

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



Version Control

Approval Details

Approval authority	Principal
Version Number	4
Date for next review	February 2026

Modification History

Version no.	Approval Date	Implementation Date	Details
2.	20/05/2021	20/05/2021	Added References to Administration of Medication Procedure and Forms
3.	14/02/2023	14/02/2023	Added References to Substance Management Plan, Work Health and Safety Policy
4.	29/02/2024	01/03/2024	No amendments