



Somers School Camp



Administration of Medications Policy

PURPOSE

To explain to parents/careers, students and staff the processes Somers School Camp will follow to safely manage the provision of medication to students while at school or school activities.

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 for in our school's Anaphylaxis Policy
- the provision of medication for asthma which is provided for in our school's Asthma Policy
- specialised procedures which may be required for complex medical care needs.

POLICY

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

Authority to administer

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- Medication Authority Form and (includes student profile information)
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Somers School Camp in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers.

All information is kept in hardcopy and these documents are stored in a secure location (Somers School Camp first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Somers School Camp will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the hardcopy. A summary of the medical forms is to be taken with each class group and provided to visiting school staff in a ring file. A hardcopy of relevant medical forms will also be placed in the Staff Room, Main office, Visiting Teachers Lounge, First Aid Room, Kitchen, for other staff to access as required.

A briefing is held for all visiting school staff when they arrive at Somers School Camp, where visiting teachers will be inducted into the processes around storage of medication and the location of emergency first aid equipment.



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It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursion as per DET [Excursion Guidelines](#).

If a student needs to take medication while at Somers School Camp:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - the name of the medication required
 - the dosage amount
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Somers School Camp Campus Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Somers School Camp First Aid/ Wellbeing Coordinator may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Administering Medication

It is the responsibility of the Somers School Camp First Aid/Wellbeing Coordinator to manage the administration of medication to students. The Somers School Camp First Aid/Wellbeing Coordinator has oversight of all scheduled medication and all group programs for the day and plans out how the administration of medication will be managed throughout the day with Somers School Camp and visiting school staff.

Any medications brought to Somers School Camp need 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 all medications are not past the expiry date. If school staff become aware that the medication brought in has expired, they will promptly contact relevant parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at Somers School Camp, the Somers School Camp First Aid/ Wellbeing Coordinator 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)



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- at the correct time of day.
- 2. a) A prescription medication dispensary record is kept of medicine administered to a student that is a prescribed medication,
b) A medication time sheet is kept for medication administered for a student that is not a prescriptive medication and has been provided by the parents/carers that may be used in the event that students stay e.g. allergy, sleepless ness, runny eyes, sore throat.
- 3. Where possible, two staff members will supervise the administration of medication.
- 4. The Somers School Camp First Aid/Wellbeing Coordinator will ensure, with the visiting school teacher, at the time their medication is required, that a student:
 - is informed that the student needs to receive their medication
 - if necessary, releases the student from activity to obtain their medication.
 - If offsite, medication will be delivered to students' location by the Somers School Camp staff.

Self Administration

In some cases it may be appropriate for students to self-administer their medication. The First Aid/Wellbeing Coordinator may 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 Somers School Camp Campus Principal decides to allow a student to self-administer their medication, they 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. This information will be communicated by the Principal to the Somers School Camp First Aid/ Wellbeing Coordinator.

Storing Medication

The Somers School Camp First Aid staff will ensure all medication is stored:

- securely to minimise risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

Somers School Camp will store student medication in the First Aid room and children will be administered their medication under the supervision of the Somers School Camp First Aid staff.

Due to the residential nature of Somers School Camp, and following guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, may be stored at school but not provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Warning

Somers School Camp **WILL NOT:**

- allow a student to take their first dose of a new medication at Somers School Camp in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner



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- 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.

Medication Error

In the event a child takes the medication incorrectly, Somers School Camp staff will:

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.

Communication

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

- Available publicly on our school's website
- Included in Somers School Camp and visiting school staff induction processes

Further Information and Resources

Somers School Camp's:

- First Aid Policy
- Health Care Needs Policy
- Medication Authority Form
- Prescription medication dispensary record
- Medication time sheet

Policy Review and Approval

Policy last reviewed	March 2025
Approved by	Mark Warner Somers School Camp Principal
Next scheduled review date	March 2026