

APPENDIX F. Administration of medication

Medication is a chemical substance given with the intention of preventing, diagnosing, curing, controlling or alleviating disease, or otherwise improving the physical or mental wellbeing of people. These include prescription, non-prescription, investigational, clinical trial and complementary medicines, irrespective of how they are administered.

The *Disability Standards for Education 2005* provide information on reasonable adjustments for students with disability, as defined in *Disability Discrimination Act 1992*, which may include the administration of medication. It is reasonable for the principal to request the support of staff to administer medication.

The principal should plan for the administration of medication in consultation with staff. The roles and responsibilities for the administration of medication will vary depending on student need and school context.

The principal:

- requires parents to provide information regarding long-term administration of medication in the student's documented plan (staff only)
- requires parents to complete relevant documentation for the short-term administration (staff only) of medication
- requires parents to provide any medication the student needs in its original packaging and the correct dosage
- maintains a record of all medication administered at school
- arranges for all medication to be stored appropriately (staff only).

The administration of medication must be authorised by the parent and/or a medical practitioner, except in certain emergency situations, such as the administration of adrenaline injectors.