

## Policy and Procedure Register updates

### Summary of changes to the Administration of medications in schools procedure

#### Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations   
  Audit/review recommendation   
  Due for review  
 Change of policy/procedure requirements   
  Other

The updated Administration of medication in schools procedure and its associated documents clearly references work health and safety legislation, has addressed matters of student safety, and responded to input from a broad stakeholder base – including schools, regions, specialist school staff and health experts.

#### Summary of changes

##### Procedure:

- Added a statement into the Overview that ‘administering medications to students is a task that is voluntarily performed by staff’.
- Added a reminder for principals that, when identifying the (number of) staff to administer medication to students they must account for planned and unplanned staff absences to ensure appropriate coverage across the school year.
- Transferred many of the current requirements from the process section into the responsibilities section due to new procedure template requirements.
- Defined roles and responsibilities of various staff who administer medications e.g. assigned officer and health support staff.
- Identified parents/carers as having certain responsibilities.
- Introduced the concept of, and processes to administer, ‘as needed’ medication.
- Included processes to ensure medications are not used as chemical restraint.
- Clarified processes to support students who are self-administering medication.
- Referred to the *Administration of medication in schools* online training package (housed in The Learning Place from 10 January 2022).

##### Supporting documents:

- Updated the consent form and separated it from the medication recording forms.
- New process documents for principals regarding communication and training.
- Updated recording forms.
- New diabetes management documentation.
- New information sheet for parents and health practitioners.
- New request for additional medical advice template.

**Impacts to roles and responsibilities**

Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

If yes, select the type of change (select all that apply):

Revised responsibilities  New/additional responsibilities  Removed responsibilities

Position title	Summary of change	Page #
Principal/delegate	Record list of staff involved in administering medication to students	1
Principal/delegate	Communicate school processes to staff regarding restrictive practices	1 and 2
Principal/delegate	Have processes in place for receipt of medication	2
Principal/delegate	Determine school systems for emergency medication	
Staff who supervise students	Access OneSchool records to note students who require medication	2
Principal/delegate	Allow time for staff to access training	2
Staff who supervise students	Ensure students have access to their emergency first aid medication at all times	2

**Communication and support for implementation**

The procedure will be widely promoted to schools and regional staff through a range of channels, including State Schools Update, the Bulletin Board, regional communication channels and screensavers etc.

In addition, the new Administration of medication in schools online training package (in The Learning Place) will be promoted to schools. Training for principals in the administration of medication is included as a module in the Management Foundations online training course. A OnePortal page containing collateral to support the development of school processes and training videos (e.g. how to administer ear drops) is also available.

**For further assistance, please contact:**

Your closest [regional office](#).