

Policy and Procedure Register updates – Summary of changes to:

Administration of medications in schools procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>From 27 September 2022, legislation (specifically the <i>Medicines and Poisons Act 2019</i>) will require schools to have a substance management plan (or SMP) that documents how the school manages the known and foreseeable risks associated with buying, possessing, administering and disposing of medications.</p> <p>An SMP provides evidence of how the school is supporting student safety and wellbeing. It applies to medication/s retained in the school's first aid kits and medications to be administered to students.</p> <p>To assist schools, an exemplar plan has been developed for their use.</p>		
2. Summary of changes		
<p>In the <i>Administration of medications in schools</i> procedure, references related to the substance management plan (SMP) have been added in the Overview, Responsibilities, Process, Definitions, Legislation and Other resources sections.</p> <p>An exemplar SMP has been created.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Principal	Develop and maintain a school-based SMP that will identify and record staff involved in the administration of medication to students.	2
	Make the SMP available to all staff.	2
	Review the SMP: <ul style="list-style-type: none"> as soon as practicable following a 'review incident' (a definition of which has been added) at least five years after the date of commencement or date of previous review. 	2
Assigned officers and health support staff	Have knowledge of the school's SMP.	2
Staff who supervise students	Have knowledge of the school's SMP.	3

4. Communication and support for implementation

The update to the procedure will be promoted to school and regional staff through a range of channels, including DoE News, DDG State Schools message to Regional Directors (and regional communication channels) and the Principals' Update e-newsletter.

Information about the SMP will be incorporated into the *Administration of medications in schools* online training package when it is next reviewed.

For further assistance, please contact:

- Your [local regional office](#).