



Medication Agreement

Governing Council Endorsed: 2026

Review Date: 2028

PURPOSE

At Ingle Farm Primary School, we ensure any medication is stored according to specific requirements and with consideration to the safety of staff, young people and the wider school community. Medication administered is documented with approved forms and medical authorities. This is guided by the Department for Education's standard measures for safe administration practices in education services.

CONTEXT

Medication cannot be administered at school without written advice from a relevant health care professional or in some cases caregivers, on a [Medication Agreement](#) (with the exception of emergency medication for anaphylaxis and asthma).

- All *Medication Agreements* should be reviewed at least annually for continuing medication. Where an 'expiry date' is included on the form, the *Medication Agreement* is no longer valid. A new agreement must be completed. Where a 'review date' has expired, the medication agreement remains valid until an updated form is received. A review date is not an expiry or end date.

ROLES AND RESPONSIBILITIES

Students

Controlled or restricted medicines cannot be carried or self-administered by students. Students are encouraged to carry and self-administer some medications in line with their age and stage of development, providing:

- this is recorded on their health care plan
- they recognise their symptoms and seek support if required
- they have the correct technique to administer the medication
- they understand and apply safe medication management practices.

If a student refuses to take their medication, a family member is contacted immediately. The parent or guardian may need to attend to administer the medication.

Families

A parent or guardian is responsible for providing all medication and administration equipment. Families should give and collect any medication in person. Where this is not possible, consultation needs to occur on safe methods of transport and transfer. It is the responsibility of families to keep all plans and medication current and provide valid copies to school and Out of School Hours Care.

All medications must be provided in an original pharmacy container and have a pharmacy label with:

- child or young person's name
- date of dispensing
- name of medication
- strength of medication
- dose (how much to give)

- when the dose should be given
- other administration instructions (such as to be taken with food)
- expiry date (where there is no expiry date the medication must have been dispensed within the last 6 months).

Any changes to medication require an updated Medical Authority.

Children and young people should not be given a first dose of a new medication at an education or care service. Due to the dangers of an adverse reaction the first dose must be supervised by a parent, guardian or health professional.

Staff

The Principal is responsible for ensuring staff are available and appropriately trained for the administration of medication at school and during school related activities.

Staff who administer medications must have signed an approved *Authority to Administer Medication Agreement* as well as be competent and willing to administer the medication.

Staff must administer medication in response to a medical emergency for students diagnosed with a health condition, or as a first aid response for children, young people, staff and visitors.

Specialised training is required for administration of some medications. When medication is administered, two staff must witness and record details in a Medication Log.

If a student refuses medication, a family member is contacted immediately and a medication advice form is completed.

Medication is stored safely with a current Medication Authority in the Front Office or locked cupboard in the classroom.

SUPPORTING POLICIES

- [Medication management in education and care services](#)
- [Hospital School of South Australia's hospital education programs](#)
- [National Disability Insurance Scheme \(NDIS\) and educational services](#)
- [Medication administration in education and care - flowchart](#)