

# WHS010 – MANAGING MEDICAL CONDITIONS AND ADMINISTRATION OF MEDICINE POLICY AND PROCEDURES

---

## POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

## PURPOSE AND SCOPE

This policy describes Willunga Waldorf School's practices for managing students' medical conditions and the administration of medications during school hours and related activities (including camps and excursions).

This policy applies to students from Class 1 to Class 12. There is a separate policy for Early Childhood encompassing Kindergarten and Reception students. Please note that in the context of this document, the word 'parent' encompasses legal guardians and caregivers.

## POLICY STATEMENT

Willunga Waldorf School is committed to providing a safe, inclusive, and supportive environment for all students, including those with medical conditions requiring ongoing management and/or medication. The School recognises its duty of care and will work collaboratively with parents/guardians, healthcare professionals, and students to develop and implement appropriate health plans.

## DEFINITIONS

### MEDICAL CONDITIONS

For the purpose of this policy, a medical condition is defined as any physical or mental health issue, diagnosed or undiagnosed, that may impact a student's ability to participate safely and fully in school activities or that may require ongoing monitoring, support, or medical intervention during school hours.

This includes, but is not limited to:

- Chronic illnesses (e.g., asthma, diabetes, epilepsy)
- Acute conditions (e.g., infections, injuries requiring temporary care)
- Severe allergies or anaphylaxis
- Mental health conditions (e.g., anxiety, depression)
- Conditions requiring regular medication or emergency intervention

## PROCEDURES

### RECORDING OF MEDICAL CONDITIONS AND MEDICATIONS

- Medical Conditions and / or medications are to be recorded via Consent2go by the parent of the enrolled student. Parents are sent a link to Consent2go at the start of enrolment and are required to provide as much detail as possible about the student's medical conditions.
- Parents can update medical conditions and add new ones at any stage through Consent2go or via notifying the front office staff in writing.
- Students with a diagnosed medical condition, like Asthma, Anaphylaxis, Epilepsy and Diabetes will require a Medical Action Plan completed by a Registered Medical Practitioner.
- If medication is required to be administered to a student during their time at school, parents must complete a Medication Agreement Form. No medication can be administered until the appropriate documentation is received.
- Student medical conditions and medications are disclosed to all staff who are responsible for the duty of care of students.
- In the event of an emergency student medical conditions and medications will be disclosed to the relevant medical professionals to ensure the appropriate treatment of the student.

### ADMINISTRATING MEDICATIONS PROCEDURE

- Medication will only be administered by staff if a Medication Agreement Form has been completed by a parent or Registered Medical Practitioner.
- An Epinephrine autoinjector (e.g. EpiPen ®) and Salbutamol (e.g. Ventolin ®) can be administered without a Medication Agreement Form in the case of an emergency.
- Medication must be brought to the Front Office and not left with a student unless a Registered Medical Practitioner has deemed the student capable of self-administration or self-administration has been approved by the Head of School.
- Any controlled medications stored onsite are documented in a controlled and restricted medicines register and counted regularly.
- Any controlled medications administered are documented on an individual medication log.
- Medications are stored in a locked cabinet away from student access and clearly labelled.
- Staff may only administer medication from its original packaging, with a pharmacy label bearing the students name and within its use by date.
- Where possible, two (2) staff members will be present at the administration of all medications.
- Staff are to complete a medical note for the student in SEQTA when medication has been administered and email it to parents.
- For School activities away from campus (camps and excursions), all medication and required medical information will be taken in the First Aid Kit.
- A medication log is to be completed on camp for all medicines administered, following the same procedure as on-site administration.

### ANAPHYLAXIS/ALLERGY PROCEDURE

- All staff are made aware of students with recorded anaphylaxis via email, and printed information is displayed in staff areas around the school. and posters placed around the school.

- Students who are identified as having a severe allergy are required to have an Individual Action Plan completed by a Registered Medical Practitioner.
- Where medication is to be administered, a Medication Agreement Form is to be completed by a parent or Registered Medical Practitioner.
- Emergency Epinephrine autoinjectors (e.g. EpiPen ®) are available around the school (Front Office – Wellness Room, Ed Garden Kitchen, HS Teachers Prep, Kindergarten Office, Golden Wattle Office).
- If food-based allergy is very severe, a class-based approach will be undertaken to ensure that no student brings the food in question into the classroom.
- We discourage the sharing of food between students at school.

### **ASTHMA PROCEDURE**

- All staff are made aware of students with recorded asthma via email and printed information is displayed in staff areas around the school. and posters placed around the school.
- An Asthma Action Plan is required to be completed by a Registered Medical Practitioner.
- Where medication is to be administered, a Medication Agreement Form is to be completed by a parent or Registered Medical Practitioner.
- Puffers/Relievers may be held by students where the student is deemed capable of self-administration. This is assessed by a medical practitioner and indicated on the Asthma Action plan or approved by the Head of School.
- Emergency Salbutamol (e.g. Ventolin ®) is available around the school (Front Office – Wellness Room, Ed Garden Kitchen, HS Teachers Prep, Kindergarten Office, Golden Wattle Office).

### **PARACETAMOL AND IBUPROFEN (PAIN RELIEVERS)**

- Paracetamol and other pain relievers are considered a drug and as such also require a Medication Agreement Form to be completed by a parent or Registered Medical Practitioner.
- The supplied pain reliever needs to be in its original packaging, with a label bearing the students name and within its use by date.

### **HOMEOPATHIC REMEDIES**

- Homeopathic supplements or medications, including salts, medicinal grade vitamins or supplements are considered medication and also require a Medication Agreement Form to be completed by a parent or Registered Medical Practitioner.
- The supplied supplement and/or medication needs to be in its original packaging, with a label bearing the students name and within its use by date.
- The use of homeopathic topical creams for first aid treatment is exempt. Please refer to the School's Administration of First Aid Policy and Procedures for more information on this.

### **STAFF TRAINING**

- All permanent staff are trained in providing first aid in an education and care setting and must keep their training current.
- The school provides regular opportunities for first aid training through a registered training organisation (RTO) to ensure all relevant staff hold approved and up-to-date qualifications.

## EMERGENCY RESPONSE

- All staff are trained to respond in the event of a medical emergency.
- An Epinephrine autoinjector (e.g. EpiPen®) and Salbutamol (e.g. Ventolin®) may be administered as a first aid emergency response to any child, young person, staff or visitor. Please see the School's Administration of First Aid Policy and Procedures for more details.

## MEDICATION ERROR OR INCIDENT

In the event a medication error or incident has occurred, the following will apply:

- Standard first aid procedures will be implemented.
- The Head of School will be advised as soon as practicable.
- The incident will be documented.
- The Head of School will notify the parents/caregivers.
- Medication management procedures will be reviewed to identify areas for improvement.

## RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	STU001 – Child Safe Environment Policy WHS008 – Administration of First Aid Policy and Procedures WHS001 – Work Health and Safety Policy
Related Legislation and Regulatory Requirements	<ul style="list-style-type: none"> <li>• Code of Practice First Aid in the Workplace 2012</li> <li>• Controlled Substances Act 1984 (SA)</li> <li>• Controlled Substances (Poisons) Regulations 2011 (SA)</li> <li>• Controlled Substances (Controlled Drugs, Precursors and Plants) Regulations 2014 (SA)</li> <li>• Disability Discrimination Act 1992 (Cth)</li> <li>• Disability Standards for Education 2005 (Cth)</li> <li>• Education &amp; Early Childhood Services (Registration &amp; Standards) Act 2011 (SA)</li> <li>• National Disability Insurance Scheme Act 2013 (Cth)</li> <li>• Work Health and Safety Act 2012 (SA)</li> </ul>

## VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	School Office Supervisor
Policy Approver	Head of School
Version	2.0 (replaces previous policy "HS016 – Managing Medical Conditions")
Publication Date	Oct 2025
Last Review Date	
Next Review Date	June 2028
Revision Record	