

Appendix 3: Approval requirements for self-administration

The following table outlines the approval requirements for different medication types and student groups, and any restrictions to be implemented.

Type of medication		Is school approval required?	Restrictions
Controlled drugs		Not applicable	Students cannot be approved to self-administer controlled drugs
Routine	Short term	Yes - Principal/delegate	-
	Long term	Yes - Principal/delegate	-
	Asthma preventer medication <ul style="list-style-type: none"> primary students 	Yes - Principal/delegate	Use caution when considering requests in relation to young students e.g. those under 10 years of age
	<ul style="list-style-type: none"> secondary students 	No - Parent/carer/student decision	-
As needed	As an emergency response for asthma <ul style="list-style-type: none"> primary students 	Yes - Principal/delegate	Use caution when considering requests in relation to young students e.g. those under 10 years of age
	<ul style="list-style-type: none"> secondary students 	No – Parent/carer/student decision	-
	As an emergency response for anaphylaxis	Yes - Principal/delegate	-
	As a non-emergency response	Yes - Principal/delegate	-

Appendix 4: Risk assessment for determining self-administration

This process may be used to assist the principal/delegate in assessing the risks associated with approving a student to carry and administer their own medication.

All staff are required to manage risks as part of day-to-day activities and principals/delegates are to note that the department has the lowest appetite for risks associated with the safety of children and students (refer to the [Enterprise Risk Management Framework](#)).

NOTE: *Students cannot be approved to self-administer controlled drugs.*

Parents/carers of secondary school students with asthma may determine if their child can self-administer their medication without principal/delegate approval. However, this checklist may be used with parents/carers if they would like assistance in making this determination.

In determining whether a student can self-administer medication, the principal/delegate should (at a minimum) consider the factors in the table below, in consultation with parents/carers, the student and the student's health team.

If a response to the factors below is "No", advise the parent/carer and student that self-administration will not be approved.

FACTORS FOR CONSIDERATION	Yes/No
The student can:	
<ul style="list-style-type: none"> follow a timetable for administering medication (where it is required routinely at set times) 	
<ul style="list-style-type: none"> recognise signs and symptoms that indicate they need to administer their medication (when it is required 'as-needed') 	
<ul style="list-style-type: none"> confidently, competently and safely administer their own medication following all instructions (e.g. on pharmacy label, in health plans) 	
<ul style="list-style-type: none"> follow infection control guidelines 	
<ul style="list-style-type: none"> demonstrate safe storage of medication as medication may be potentially harmful to other students 	
<ul style="list-style-type: none"> demonstrate appropriate storage of medication e.g. when medication is required to be kept at a certain temperature 	
<ul style="list-style-type: none"> safely dispose of sharps, equipment or other medication consumables (where relevant) 	
<ul style="list-style-type: none"> ensure their medication is in-date. 	
Other students who are in the proximity of a student self-administering can behave appropriately to maintain a safe and respectful environment for the student self-administering medication.	