

# DISTRIBUTING MEDICINE POLICY

## PURPOSE

Victory Christian College is committed to the care, safety and welfare of students.

The distributing medicine policy sets out the principles and framework governing the school's behaviours and activities that enact the school's legal responsibilities and which support the care of students. The policy, together with the 'Distributing Medication Authority Form' should be read and understood by staff, parents and students.

## PRINCIPLES

The school and its staff have a duty of care towards its students.

The school makes proper arrangements for distributing medicine for students who are ill or who have a medical condition that requires medication.

## AIM

To provide the framework within which the detailed procedures for distributing medicine are set.

To comply with the requirements of Education and Training Reform Act 2006 (Vic) to develop and implement the following related policies and procedures:

- first aid
- distributing medicines
- management of anaphylaxis.

## LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations (2017)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Worksafe Compliance Code – First Aid in the Workplace.

## ROLES AND RESPONSIBILITIES

- The governing board is responsible for confirming that the school has a distributing medicine policy that is compliant with VRQA requirements and WorkSafe guidance.
- The principal is responsible for ensuring clear procedures and other implementation documents (such as checklists and workflow diagrams) for the administration of medicines are developed and communicated.
- Parents have primary responsibility for the health of their child(ren), including for the administration of medicines.
- Parents are responsible for authorising the administration of medicines as required and for providing the school with accurate and up-to-date information about the health needs and the management of medical conditions.
- Teachers (including casual relief teaching staff) have a duty of care to administer medicines when required and when authorised within the limits of their skill, expertise and training.
- Students who have been authorised to self-administer their medication should do so responsibly and must follow the school's procedures.
- As part of the duty of care to students, teachers are required to administer first aid, including assisting students to take medication, within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.
- Non-teaching staff do not have the same legal duty of care. The school may, however, still ask non-teaching staff to assist students to take their medication when required. In making such a request, the school retains its duty of care (which is non delegable) and so must ensure that the staff concerned have proper training and support and should always be able to contact another member of staff if assistance or advice is needed. The school must have appropriate procedures in place so that staff know what is expected of them and how to respond in particular situations.

- The administration of medicines must be authorised in writing by parents on the Enrolment Form (for Paracetamol and the Distributing Medication Authority Form. The Distributing Medication Authority Form should state: the medicine to be taken, dosage, time to be administered, the period for which the authorisation is valid, appropriate storage requirements and any special instructions.
- In the case of an emergency, authorisation to administer medication may be given verbally or, if parents cannot be contacted, by a registered medical practitioner or an emergency service. 'Medication may be administered to a child without authorisation in case of an anaphylaxis or asthma emergency'.
- The school should retain records of such authorisations within the student's medical record.
- In the case of serious health conditions (anaphylaxis, asthma, epilepsy, diabetes, etc.), the authorisation to administer medication (including, self-administration where this is authorised) will be included as part of the student's individual action plans.
- The school should require the first dose of any new medication to be administered by the family or health practitioner in order to monitor any allergic reaction. It is not the school's role to monitor the effects of any medication.
- The school should encourage parents to administer medication before or after school wherever possible.
- The school must ensure a log or record is retained on Xuno of all medicine administered.
- Where possible, the school should store self-administered medicine. Factors to be taken into consideration when permitting students to carry their own medication should include:
  - a. whether the student requires immediate access to the medication e.g. insulin
  - b. any special storage requirements e.g. refrigeration
  - c. the risk of unsafe access to medicines by other students.
- Medicine must be stored in its original container and according to the written instructions provided. The school should ensure the quantity of medicine is at a minimum, that the storage is secure and only accessible by authorised personnel. It is recommended that medicines are not kept in the classroom or in first aid kits.
- Medicine must be administered only to the student named in the written authorisation, except in a life-threatening emergency, for example, where a student has an asthma attack and they do not have their puffer.

## SCOPE

The application of the policy is relevant to the governing board, principal, to school staff, students and parents.

## LINKS TO OTHER POLICIES

- First Aid
- Anaphylaxis
- Asthma
- Privacy.

## COMMUNICATION OF THE POLICY

The school must ensure that the distribution of medicine policy and procedures are communicated to staff, students and parents.

## POLICY REVIEW

The governing board will review the Distributing Medicine Policy annually.