

DISTRIBUTING MEDICINE POLICY

INTRODUCTION

Victory Christian College (VCC) is committed to the care, safety and welfare of all students. The distributing medicine policy sets out the principles and framework governing the College's enactment of our legal responsibilities and which supports the care of our students.

The policy, together with the 'Distributing Medication Authority Form' should be read and understood by staff, parents and students.

SCOPE

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

PRINCIPLES

VCC and its staff have a duty of care towards its students. The College makes proper arrangements for distributing medicine for students who are ill or who have a medical condition that requires medication.

AIMS

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.

DEFINITIONS

Medicine/ medication: Any substance used to alleviate any medical condition.

ROLES AND RESPONSIBILITIES

- The governing board is responsible for confirming that the College 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 College with accurate and up-to-date information about the health needs of their children 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 College'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 College may, however, still ask non-teaching staff to assist students to take their medication when required. In making such a request, the College 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 College must have appropriate procedures in place so that staff know what is expected of them and how to respond in particular situations.

MEDICATION DISPENSING

- The College requires 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 College's role to monitor the effects of any medication.
- VCC encourages parents/guardians to administer medication before or after school wherever possible.
- The College must ensure a log or record is retained on Xuno of all medications administered.
- 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.
- Prior to dispensing medication on each occasion, two staff will verify the student, medication and dosage where practicable. Exceptions apply in the case of adrenaline autoinjector or Ventolin administration, or any other emergency, life-saving medication.

PERMISSIONS AND RECORD-KEEPING

- The administration of medicines must be authorised in writing by parents on the Enrolment Form (for Paracetamol) and the Distributing Medication Authority Form on Operoo. 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.
- This form is automatically assigned to children who have serious health conditions (anaphylaxis, asthma, epilepsy, diabetes, etc.), and the information collected will be stored with the student's relevant Individual Minimisation Plan.
- The form is also available as a self-service form on Operoo (so families can complete the form when the need arises.) If a parent/guardian presents to the College with a short-term medication and cannot access Operoo, the Principal or their delegate may authorise the temporary use of a non-digital form (a printed blank copy of the Operoo form.) It is the responsibility of parents/guardians to ensure that the relevant digital Operoo form is completed prior to the next school day.
- In the case of an emergency, authorisation to administer medication may be given verbally by parents/guardians 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 College retains records of such authorisations within the student's medical record on Operoo.
- For ongoing medications, the Distributing Medication Authority Form must be reviewed and resubmitted at the beginning of each school year. Short-term medications must have a specific end date identified.

MEDICATIONS STORAGE

- Where possible, the College 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 College will ensure the quantity of medicine is at a minimum, and that the storage is secure in the First Aid Room and only accessible by authorised personnel. Only in special circumstances will the medication be stored elsewhere, and this must be well documented for compliance reasons.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- 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.
- Wrongs Act 1958 (Vic)

RELEVANT POLICIES, PROCEDURES AND DOCUMENTS

- Anaphylaxis Management Policy
- Anaphylaxis Minimisation Plan Forms (Operoo)

- Asthma Policy
- Asthma Minimisation Plan Forms
- Distributing Medication Authority Form
- Enrolment Policy
- First Aid Policy
- Medical Record Retention Procedure
- Privacy Policy