

VISION STATEMENT

We strive to create a school that truly equips young people for their engagement with the world and the challenges of this century, by fostering an attitude of learning with purpose and joy

VALUES

Our core values include Truth, Courage, Moral and Ethical Responsibility and Growth.

RATIONALE

Sophia Mundi 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, should be read and understood by staff, parents and students.

SCOPE

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

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.

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:

- a. first aid
- b. distributing medicines
- c. 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

Key definitions

- Schools should be familiar with WorkSafe Victoria's compliance code **First Aid in the Workplace**. The compliance code is drafted with the first aid needs of employees in mind, but the guidance is also relevant to schools in meeting the first aid needs of students. Although non-mandatory, 'evidence of a failure to observe the compliance code may be used as evidence in proceedings for an offence under the OHS Act or Regulations'.
- As part of the **duty of care** owed 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 nondelegable) 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. The written authorisation 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 health plan**.
- 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 of all medicine administered. Such records should be retained within the student's medical record. [It is good practice for medicine to be administered and recorded in the presence of two members of staff.]
- When considering whether it is appropriate for the **self-administration of medicines**, the school must consult with parents [and the student's health practitioner] considering the age of the student and any other circumstances. The self-administration of medicines must be authorised in writing by parents.
- The school must put procedures in place to manage the self-administration of medicines including arrangements for supervision and record keeping.

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:

- whether the student requires immediate access to the medication e.g. insulin
- any special storage requirements e.g. refrigeration
- the risk of unsafe access to medicines by other students.

The school should not store or administer **analgesics**, such as aspirin and paracetamol.

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.

In distributing medicine, the school must protect student **privacy** and confidentiality to avoid any stigmatisation.