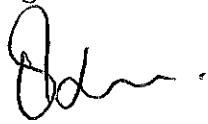
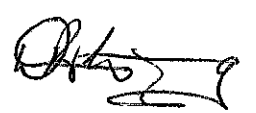




Medication Distribution Policy and Procedure

Policy number	P-63		
Version number	1.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 22/05/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 28/05/19
Scheduled review date	December 2021		

Basic Beliefs/Purpose

As part of its duty of care responsibilities for students, Diamond Valley Learning Centre (DVLC) will assist students under the age of 18 years to take their medication, if appropriate, and parental consent has been provided. This policy provides guidelines to staff on administering and managing student medication.

Scope

This policy applies to DVLC staff, students and volunteers in the VCAL Program, including students under the age of 18 years.

Policy Guidelines

DVLC acknowledges that it has a duty of care obligations to students, particularly those under the age of 18 years. DVLC has a range of policies and procedures to guide staff when dealing with medical emergencies, illness and ongoing health conditions, including:

- Accident and First Aid Policy and Procedure;
- Anaphylaxis Policy and Procedure;
- Asthma Management Policy and Procedure; and
- Student Welfare and Duty of Care Policy and Procedure.

DVLC recognises that situations may arise where a students under 18 years is unable to self-administer medication, and that arrangements may be made for staff to administer medication where consent has been provided by a parent / guardian / carer. In this situation, parents / guardians / carers must:

- sign the medical authority and provide dosage, method and storage instructions;
- provide the medication in its original bottle / packaging, clearly labelled with the student's name and dosage details, including frequency, and a visible expiry date; and
- advise DVLC immediately if there is any change to medication arrangements.

DVLC will ensure that the student is administered the correct dose of medication and will:

- store the medication securely in a locked drawer or cabinet that is accessible to the staff member who will administer the medication;
- record the administration on the Medical Administration Log;
- where needed, request permission from a parent / guardian / carer to seek clarification from the medical practitioner who prescribed the medication;
- ensure that student privacy is maintained; and
- inform the classroom teacher where needed.

DVLC encourages parents / guardians / carers to consult with their child's medical practitioner on the appropriateness of self-administered medication for under 18 year olds, and on the potential for medicines to be administered out of school hours under parental supervision. DVLC also advises parents to supervise the initial medication dosage, prior to providing consent for the medication to be administered on DVLC premises.

DVLC does not store or administer non-prescribed medications such as paracetamol or analgesics. Parents may provide medical consent for students to personally carry these medications and self-administer when required.

Procedure Guidelines

1. The VCAL Coordinator will ensure that;
 - a. an appropriate DVLC staff member is assigned to administer medication provided that the appropriate medical authority has been lodged;
 - b. the student is aware of the arrangements (such as where and when medication will be administered);
 - c. the classroom teacher and other relevant staff have been informed;
 - d. the medication is kept secure at all times, although accessible to the person administering it;
 - e. medication records are added to the Medical Administration Log;
 - f. parents / guardians / carers are consulted as needed; and
 - g. privacy is maintained.
2. The DVLC staff member responsible for administering the medication must ensure that:
 - a. medication is only given with parental consent;
 - b. correct dosages are administered according to information provided on the medical authority and on the medication packaging;
 - c. the student is supervised after medication has been administered to ensure no ill effects;
 - d. the medical practitioner is consulted (with parental consent) if clarification is required;
 - e. first aid processes are followed immediately if the student shows any sign of medical distress or allergic response after taking the medication; and
 - f. parents are advised if the medication will soon run out or expire, or consulted if there are any other concerns.

Definitions

Duty of Care is a non-delegable, legal duty to take reasonable steps to minimise the risk of reasonably foreseeable harm including:

- ensuring that the school / organisation complies with the Child Safe Standards;
- providing suitable and safe premises and equipment;
- providing adequate supervision systems;
- implementing strategies to prevent bullying;
- ensuring that sick or injured students receive medical assistance; and
- managing employee recruitment, performance and conduct.

Related Policies

P-1 Risk Management Policy and Procedure
 P-8 Student Welfare and Duty of Care Policy and Procedure
 P-24 Critical Incident Policy and Procedure
 P-31 Student Safety and Security Policy
 P-54 Excursions Policy and Procedure
 P-55 Anaphylaxis Policy and Procedure
 P-56 Accident and First Aid Policy and Procedure
 P-57 Asthma Management Policy and Procedure
 P-58 Sunsmart Policy and Procedure

Related Documents

D-028 Student Handbook
 Medication Administration Log
 Medical Authority Form
 Accident, Injury and Illness Report Form

Legislation

Disability Discrimination Act 1992
 Privacy Act 1988
 Children, Youth and Families Act 2005 (Vic)
 Education and Training Reform Act 2006 (Vic)
 Equal Opportunity Act 2010 (Vic)
 Health Records Act 2001 (Vic)
 Occupational Health and Safety Act 2004 (Vic)
 Privacy and Data Protection Act 2014 (Vic)
 Working with Children Act 2005 (Vic)

Mapping Information

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3
 AQTF Standard 2.1, 2.3, 2.5, 3.2

