



HIGHVIEW COLLEGE MEDICINE DISTRIBUTION POLICY Responsible – Executive OPERATIONAL

(Ratified in even years)

Developed by	DP Pastoral Care, Aileen Thomas	2013
Updated by	Director of Pastoral Care, Marion Martin	2016 / 2018
Updated by	First Aid Officer, Sharon O'Shea	2019
Reviewed & Ratified by	The Highview College Board	February 2019
Updated & Ratified by	Board Director, Nickola Allan	April 2020
Amended by	Student Wellbeing Leadership Team	July 2020
		2022
		2024
		2026
		2028

Applies to all medication not associated with an 'Individual Management Plan' (Anaphylaxis, Diabetes, Epilepsy or Asthma)

Rationale

Highview College recognises that students may need to take prescribed medications during school hours and is therefore committed to the provision of a system that facilitates this practice safely.

Aims

The College is committed to the practice of not providing over the counter medications to students upon demand.

Medication Authority Form

- The College will obtain written advice on a 'Medication Authority Form' for all medication to be administered by the school (other than when an 'Individual Management Plan' has been established)

Parents/Guardians of students requiring medication to be administered during school hours must:

- Provide a written request to have medication administered to their child/children by completing a 'Medication Authority Form'
- Ensure the medication is provided in the original container with a named chemist label
- Ensure instructions for the administration of the medication are on the chemist label on the container issued by the pharmacist including the dosage amount and frequency and the patient's name
- Indicate the specific times at which medication is to be administered
- Consider the possibilities of parent administering the medication outside school hours

- Discuss with their child/ren that medication must be stored with First Aid Staff, must not be shared with other students, and must be administered by First Aid staff

Storage of Medicines

- No child is to carry prescribed medication with them (unless this is agreed in the 'Individual Management Plan')
- Students are informed that sharing of medication is not permitted
- A safe and secure area is provided for the storage of medicines
- Medicines will be kept in this secure place
- Staff and Parents/Guardians are informed about the Administration of Medication Guidelines
- Only trained First Aid Officers will manage the administration of medication
- Parents/Guardians will be informed of the need to keep the College informed of any serious medical conditions their child/children may be suffering
- Teachers are reminded to consider the administration of medication in their planning for College activities
- The administration of student medications is recorded on the SEQTA SIP
- Appropriate staff members are identified to administer medication at Reception and on excursions and camps
- All unused medicines will be returned to parents
- The College has an exemption under the regulations to stock asthma inhalers in cases of emergency
- Our First Aid Staff, Heads of School and HPE staff maintain Certificate II in First Aid
It is not the school's role to interpret behaviour in relation to a medical conditions or to monitor the effects of medication

Note

Highview College does not store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy, as these may mask signs and symptoms of serious illness or injury. These will only be provided if a 'Medication Authority Form' has been provided along with a personal supply of labelled medication.

Highview College does not allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of Parents/Guardians or a health practitioner.

Staff members should:

- Never administer over-the-counter medications to students at any time unless the Parents/Guardians has completed a Medical Authority Form

- Never give medication provided for one student to another student
- Call 000 immediately if a child is administered the incorrect medication

Medication Error

If a student has taken a medication incorrectly, the College will respond by following emergency first aid procedures:

- If needed, the College will call 000 and give details of the incident and student
- First Aid Officers will act immediately upon their advice
- Parents/Guardians or the emergency contact person will be notified of the medication error
- A review of medication management procedures at the school will be held in light of any incident

References:

Medication Policy Advice 2019, Retrieved from

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/medication.aspx>, April 2020.

APPENDIX A – ‘Medication Authority Form’



APPENDIX A MEDICATION AUTHORITY FORM

FOR A STUDENT WHO REQUIRES MEDICATION WHILE AT SCHOOL

School Highview College

Student's Name _____

Date of Birth _____

MedicAlert Number (if relevant) _____

Review date for this form _____

MEDICATION REQUIRED

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken (e.g. orally / Topical / injection)	Dates
				Start date: // End Date: // <input type="checkbox"/> Ongoing medication
				Start date: // End Date: // <input type="checkbox"/> Ongoing medication

Please ensure that the medication is in its original packaging and the pharmacy label includes the student's name and medication dose and frequency.

Signed _____

Date _____

