

# HIGHVIEW COLLEGE MEDICINE DISTRIBUTION POLICY



Person Responsible – Director of Pastoral Care

## 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.

## Implementation

The College will obtain written advice on a Medication Authority Form for all medication to be administered by the school. The form should be completed by the student's medical/health practitioner ensuring that the medication is warranted. **Note:** Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student's management plan. If this advice cannot be provided the principal may agree that the form can be completed by parents/guardians or adult/independent students.

- A safe and secure area is provided for the storage of medicines.
- Medicines will be kept in this secure place.
- Staff and parents are informed about the Administration of Medication Guidelines.
  
- Appropriate staff will be trained in the administration of medication.
- Parents 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.
- Procedures have been developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy.
- Students are informed that sharing of medication is not allowed.
- A log will be kept of the names of students who are required to take medications on a long-term basis.
- Appropriate staff members are identified to administer medication in the Office 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.

**Note:** It is not the school's role to interpret behaviour in relation to a medical condition or to monitor the effects of medication.

Highview College does not store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury

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 the family or health practitioner.

**Staff members should:**

- not administer over-the-counter medications to students at any time unless they have written permission from a parent or guardian
- not give medication provided for one student to another student
- call the Poisons Centre immediately if a child is administered the incorrect medication.

**Parents/Guardians should:**

- provide a written request to have medication administered to their child/children by having their physician complete a Medication Authority Form or seek permission from the Principal to complete the form themselves
- ensure the medication is provided in the original container obtained from the pharmacist or medical practitioner
- ensure instructions for the administration of the medication are written on the container by the pharmacist at the medical practitioner's direction - including the dosage 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 of school hours.

**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 ring the Poisons information Line, 13 11 26 and give details of the incident and student.
- First Aid staff will act immediately upon their advice, such as calling an ambulance, on 000, if advised to do so.
- Parents/guardians or the emergency contact person will be notified of the medication error and action taken.
- A review of medication management procedures at the school will be held in light of the incident.

Policy updated by Aileen Thomas – 2013

Policy updated by Marion Martin – 2016