

## Distributing Medicine and Medical Management Policy and Procedure

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Responsible person	Principal	Scheduled review date	Nov 2026

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## 1 Purpose

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- 1.1 MSV is committed to the care, safety and welfare of students.
- 1.2 The Distributing Medicine Policy sets out:
- (a) how the School ensures students receive the medication they need while at School by establishing procedures for distributing medicine; and
  - (b) the School's process for obtaining, recording and updating student medical conditions and management of these conditions.
- 1.3 The First Aid Policy sets the School's emergency medical responses.

## 2 Scope

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- 2.1 This policy applies to MSV staff.

## 3 Students and Staff with Medical Needs

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- 3.1 All persons with pre-existing ailments that may require emergency treatment are to provide a *Medical Management Plan* for their condition.
- 3.2 Details of students and staff with medical needs will have their *Medical Management Plan* kept with their Records (on Compass) as applicable and on First Aid teams. Also, each teacher of students with medical needs, will keep these details with them during teaching of these students to ensure appropriate care is taken if required.

- 3.3 Staff with medical needs should also advise their supervisor of any requirements they have in case of an incident.
- 3.4 The Senior Campus Administration Officer is responsible for requesting students and staff to update their medical information on an annual basis, and updating records individually when circumstances may change between this annual collection.

## **4 Responsibilities**

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### **Registered teachers**

- 4.1 As part of the duty of care owed to students, teachers are required to, within the limits of their skill, expertise and training:
  - (a) administer first aid (refer to the First Aid Policy);
  - (b) help students to take medication (this Policy).

### **Non-teaching staff**

- 4.2 Non-teaching staff are responsible for helping students take medication when required or instructed by the First Aid Officer.

### **Parents**

- 4.3 Parents/guardians/carers must provide written permission for the School to distribute or administer medication to students while they are at school (unless when a student needs first aid – refer to the First Aid Policy).
- 4.4 Parents must keep the school up to date with any changing medical needs.
- 4.5 Parents must supply their child's medicine to the school in clearly labelled original packaging.

### **First Aid Officer**

- 4.6 The First Aid officer is responsible for:
  - (a) managing the safe and secure (lockable) storage of medicine;
  - (b) disposing of medicine when it is out of date or the student has left the School;
  - (c) monitoring the distribution of medicine and supporting staff to distribute medicine as required;
  - (d) receiving medicine to be distributed to students;
  - (e) maintaining up to date and correct information about the medicine to be distributed to students; and
  - (f) recording and updating student medical conditions and management of these conditions.

## 5 Process

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### **Parent identifies medical distribution need or medical condition**

- 5.1 If a student has a medical condition and/or requires medicine to be distributed at school, the student's parent must complete the relevant form (medication consent form and/or medical management plan) and provide the form and relevant medicine to the School.
- 5.2 The information the parent must provide to the School is:
- (a) medicine to be taken;
  - (b) dosage;
  - (c) time/s and day/s to be administered
  - (d) the period for which the authorisation is valid
  - (e) appropriate storage requirements
  - (f) medication expiry date
  - (g) quantity of medication that has been provided to the school; and
  - (h) any special instructions.

### **Medication Consent Form and medicine provided to the First Aid Officer**

- 5.3 Often, parents will provide these forms and the medicine to the reception desk or an administration officer. The receiving staff member must pass the medication consent form and the medicine to the First Aid Officer for storage of the medicine.
- 5.4 Details must also be added to a secure part of the student's Compass record.

### **Storage of the medicine**

- 5.5 The First Aid Officer is responsible for the storage of the medicine. The First Aid Officer will determine the best way to administer the medicine depending:
- (a) on the needs of the student;
  - (b) the age and maturity of the student (i.e., can the student attend the first aid office, or does a staff member need to remind the student); and
  - (c) instructions in the consent form.

### **Distributing the medicine**

- 5.6 The First Aid Officer will distribute the medicine according to the consent form, or instruct another appropriately trained MSV staff member. Distributing medicine may NOT be delegated to a volunteer or contractor.
- 5.7 Distribution of medicine must be logged and recorded. The records of administration must be saved on the student's file.
- 5.8 Unless specifically directed by a medical practitioner in writing, at no time is the First Aid Officer to:

- (a) distribute medicine to a student other than the student to whom the medicine has been prescribed or otherwise relates;
- (b) exceed or alter dosages of any medicine distributed; or
- (c) deliberately or recklessly omit a scheduled dose.

## **6 Asthma**

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6.1 Students with asthma must have any necessary medication identified to the school. As part of the administration of medication plan, parents of students with asthma may provide permission for:

- (a) the First Aid Officer or appropriately trained MSV staff to administer asthma puffers to the student as needed; and/or
- (b) students to self-administer asthma puffers.

## **7 Breach**

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7.1 Breach of this policy by MSV staff may result in disciplinary action.

## **8 Review**

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This Policy will be reviewed regularly by the First Aid Officer to ensure it is current.

## **9 Associated Documents**

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First Aid Policy and Procedure

Medication Management Plan and Consent Form (end of this Policy)

Incident Report Form

Critical Incidents Policy

Incidents Register (end of First Aid Policy)

Anaphylaxis Management Policy

Register of staff trained in first aid (end of First Aid Policy)

## Medication Consent Form

I, ..... , consent to the School distributing the following

medicine to my child, ....., according to the following instructions only.

This Medication Consent Form is part of the student's Medication Management Plan.

<b>Medicine:</b>	
<b>Dosage:</b>	
<b>Time or circumstance to be administered:</b>	
<b>Date form completed:</b>	
<b>Permission valid until:</b>	
<b>Any other details:</b>	

## Student Record of Medical Condition

I, ....., confirm the following information about my child,

....., is correct, complete, and up-to-date.

<b>Medical Condition:</b>	
<b>Medication at School required?</b>	Yes / No Refer to Medication Management Consent Form or Asthma or Anaphylaxis Plans.
<b>When first aid or medicine to be administered:</b>	
<b>When parent to be contacted:</b>	
<b>Date form completed:</b>	
<b>Form valid until:</b>	
<b>Any other details:</b>	