



VCAL STUDENT ADMINISTERING OF MEDICATION POLICY AND PROCEDURE

PURPOSE

To advise parents/guardians, students and staff the procedure Skillinvest will follow to safely manage the provision of medication to students while at Skillinvest, or on Skillinvest planned activities, including camps and excursions.

SCOPE

This policy applies to the administering of required medication to VCAL students.

The provision of medication for anaphylaxis is provided for in our VCAL Student Anaphylaxis Policy and Procedure

The provision of medication for asthma which is provided for in our VCAL Student Asthma Policy and Procedure

Specialised procedures may be required for complex medical care needs but these procedures should be provided by a Medical Practitioner.

POLICY

If a student requires medication, Skillinvest encourages parent/guardians to arrange for the medication to be taken outside of the hours the student is required at Skillinvest. However, Skillinvest understands that students may on occasion need to take medication at Skillinvest or during planned Skillinvest activities. To support students to do so safely, Skillinvest will follow the procedures set out in this document.

Authority to Administer Medication

If a student needs to take medication while at Skillinvest or on a Skillinvest planned activity:

- The student's parents or guardians will need to arrange for the student's Medical Practitioner to provide written advice to Skillinvest that includes the below details:
 - the name of the medication required
 - the dosage amounts
 - the time the medication is to be taken
 - how the medication is to be taken
 - the dates the medication is required, or whether it is an ongoing medication
 - how the medication should be stored
- The student's parents or guardians must arrange for written advice to be provided via a Medication Authority Form preferably completed by the student's Medical Practitioner, or alternatively by the parents or guardians.

Medication Authority Forms are available from the Skillinvest website: www.skillinvest.com.au or via request from a Skillinvest VCAL staff member.

The Training Manager or other Skillinvest First Aid Officer may consult with the Student's parents or guardians to clarify the written advice and consider student's individual preferences regarding medication administering.

Administering of Medication

Any medication brought to Skillinvest by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.
- medication storage requirements

Parents/guardians need to ensure that the medication a student has at Skillinvest is within its expiry date. If Skillinvest staff become aware that the medication a student has at Skillinvest has expired, they will promptly contact the student's parents/guardians who will need to arrange for medication within the expiry date to be provided.

PROCEDURE

Student Self Administering of Medication

If a student needs to take medication at Skillinvest, or whilst on a Skillinvest planned activity, it is appropriate and expected that the student self-administers their medication. The Student's Educator is advised via the Medical Authority Form that the student is taking medication at Skillinvest, or on a planned activity. Where necessary the Educator will release the student from class to obtain their medication and administer in the first aid room, or in an appropriate place if on a planned activity.

Administering of Medication by a Skillinvest Staff Member

While self-administering is to be followed as principle practice at Skillinvest, Skillinvest does acknowledge that there are occasions and/or reasons where this may not be practicable. Such circumstances may include; a student under 15 years of age, a student's inability to physically self-administer their medication or, due to a student's intellectual or physical deficits requiring them to have assistance in administering their medicine.

If a student is deemed to be incapable of self-administering (via the GP/Health Practitioner completed Medical Authority Form or in emergency situation) a First Aid Officer (or their nominee) will ensure that:

- Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day. Or during the medical emergency (e.g. anaphylactic or asthma attack)
- A record is kept of medicine administered to a student via a Skillinvest Medication Administering Log form which is kept confidentially in the student file
- At all times the administering of medicine by a Skillinvest adult staff member to a student will be in the presence of another Skillinvest adult staff member

The First Aid Officer administering the medication will:

- Verify the identity of the student prior to administering the medication by asking the student his/her name

- Check the dosage to be administered with the adult Skillinvest witness
- Sign and date the medication Administering Log once the medication has been administered;
- Ask the witness to counter sign the register.

For medication relating to anaphylaxis or asthma, refer to the VCAL Student Anaphylaxis Policy and Procedure and VCAL Student Asthma Policy and Procedure respectively.

Storing of Medication

The First Aid Officer (or their nominee) will put in place arrangements so that medication is stored:

- securely to minimise risk to others
- away from a classroom (unless quick access is required)
- away from first aid kits
- according to packet instructions, particularly in relation to temperature.

For medication requiring refrigeration, Skillinvest will store student medication in small fridge located in the First Aid room on the ground floor of Skillinvest’s Thomas Street offices in Dandenong and at front reception area at the Cheltenham Road Training Facility in Dandenong.

While on planned activities it is the responsibility of the parents or guardians to ensure the student is able to meet the requirements for storage, as outlined in their Medication Authority Form completed by their Medical Practitioner.

The Training Manager may decide, in consultation with parents or guardians and/or on the advice of a student’s Medical Practitioner:

- that the student’s medication should be stored securely in the student’s classroom if quick access might be required
- to allow the student to carry their own medication with them, preferably in the original packaging if:
 - the medication does not have special storage requirements, such as refrigeration
 - doing so does not create potentially unsafe access to the medication by other students.

Warning

Skillinvest will **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
- allow use of medication by anyone other than the prescribed student except in a life-threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.
- permit a student to take their first dose of a new medication at Skillinvest in case of an allergic reaction. This should be done under the supervision of the student’s parents, guardians or Medical Practitioner.

Medication Error

If a student takes medication incorrectly, staff will endeavour to:

Step	Action
1.	If required, follow first aid procedures outlined in the student’s Health Support Plan or other medical management plan.

2.	Ring the Poisons Information Line, 13 11 26 and give details of the incident and the student.
3.	Act immediately upon their advice, such as calling Triple Zero “000” if advised to do so.
4.	Contact the student’s parents or guardians or emergency contact person to notify them of the medication error and action taken.
5.	Review medication management procedures at the Skillinvest in light of the incident.

In the case of an emergency, Skillinvest staff may call Triple Zero “000” for an ambulance at any time.

POLICY AND PROCEDURE EVALUATION & REVIEW

This policy was last updated in Term 3 of 2019 and is scheduled for review in Term 4 of 2023.