



Administration of Medication Procedure 513

Purpose

The school will take reasonable steps to ensure students at Papakaio School requiring medication in school hours have safe access to their medication at the correct times and in the prescribed manner.

Objectives

1. Where possible, storage and administration of medications is to remain the responsibility of parents or caregivers, except where staff agree to take on that responsibility for named individuals during school hours.
2. Parents notify the school of any medication their child is using at school, even when the child is self-administering.
3. No drugs will be administered without parental permission. The 'Consent for Medication at School' form must be signed by the authorised parent or caregiver and be kept on file at the school office.
4. Teachers have the right to decline the responsibility of administering medication. If teachers do agree to administer medication do so on 'all care, no responsibility' basis.
5. Designated staff members are responsible for the storage and administration of medications. Appropriate staff training is provided as necessary.
6. For long term medication it is expected that students will present themselves at the designated time and place.
7. In an emergency, the nearest medical facility will be used and the parent/caregiver will be informed as soon as possible. Costs incurred will be met by parents/caregivers.
8. Other than inhalers, it is not expected that children should hold medication.
9. A written record will be kept of medication given. Details will include date, name, name of medication, dose and time given. Another member of staff will also check the medication and dose given before it has been administered to the student. Both staff members will sign the medication book.

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