



# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

## MEDICATION ADMINISTRATION

### Rationale:

That guidelines are in place ensuring the appropriate and safe administration of medications to any person assessed in need at Rotorua Intermediate. The health and welfare of staff and students is of prime concern when considering how and when medicine is to be administered to students.

### Purpose:

1. To ensure students have the best available care provided to them by staff competent to do so.
2. To avoid placing undue pressure on staff who are not competent to assume responsibility by providing them with adequate support.
3. To avoid the misuse of medication.
4. To have a member of staff responsible for the storage of medications and procedures for administration.
5. To have procedures established for reactive first aid and medication that includes a treatment register.

### Guidelines:

1. Only life saving medication will be administered by the delegated staff member responsible. Rotorua Intermediate will not be responsible for administering antibiotics, or pain relief, unless there are extenuating circumstances which will have been discussed with the Principal.
2. All medicine sent to school must be in its original container stating type, dose and frequency, name of patient and doctor.
3. All medications being sent to school must be accompanied with a Parent Request For School Administer Life Saving Medication form (see attached).
4. Staff taking responsibility for the administration of medications must ensure the safe storage and administration of medication.
5. Unless it is not appropriate, the door of the sick bay shall be left open when in use.
6. When treating a student, a third party should be present (if possible).
7. The long term administration of medication to a student shall be discussed fully with the Principal, the delegated staff member responsible, and the parents of the student concerned, prior to the schools acceptance to undertake this responsibility.
8. It may be necessary to administer injections to students from time to time. In such circumstances the Ministry of Health protocol will be followed by the delegated staff member responsible, who will have received full training.
9. The Principal will make staff aware of their responsibilities under the Privacy Act.

### Effectiveness Review:

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

Reviewed: June 2009

Next Review: February 2011

Approved: Board of Trustees Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT REQUEST FOR SCHOOL ADMINISTER  
LIFE SAVING MEDICATION**

Date of Request: \_\_\_\_\_

I/We request that my child \_\_\_\_\_ be given

\_\_\_\_\_  
(Name of medication)

Requested at: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(State occasions or times to be administered)

Signed: \_\_\_\_\_

- I/We, the parents/caregivers, accept that the school does not have a trained medical officer to administer medications.
- I/We accept responsibility for the decision to give this medication to my/our child, and acknowledge that the school is in no way responsible for the decision.
- I/We also accept that the school cannot guarantee that medication will be given at a precise time or by the same person. (If parents wish to guarantee the time, dosage and procedures, then they need to make their own arrangements for administering medication).
- I/We will notify the school about any changes in dosage, time or procedures by filling out a new request form.
- Parents/caregivers are requested to deliver the medication personally to the school in original container stating type, dose and frequency, name of patient and doctor.
- All medication that is not collected by the parent/caregivers at the end of the year will be disposed of responsibly.
- I/We the parents/caregivers accept the responsibility that medication to be used at the school is not past its 'use-by' date.
- This form is valid until the end of the year of signing and a new form is to be filled out at the beginning of each year.

Reviewed: June 2009  
Next Review: February 2011  
Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_  
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## **NAG 5: HEPATITIS – AIDS**

1. Hepatitis B and Aids are conditions transferred through contact with blood. Treating any person for a blood injury, without gloves, exposes the person to risk of contracting blood borne infectious diseases. When coping with any bleeding staff must always “protect themselves as the first responsibility”. Staff will treat all first aid situations as if there is a risk.
2. Children with these diseases will complete their schooling in the usual way. When parents indicate to the school that their child has this condition it will be noted on the child’s health card. However, the clear understanding is that these conditions should not precipitate any discrimination and present minimal danger if handled appropriately.
3. Unless a child is actually disabled due to their condition, or in a particularly infectious condition, staff will not need to make special arrangements for their schooling and health.

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Reviewed: June 2009  
Next Review: February 2011  
Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_