



# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

## MEDICATION ADMINISTRATION

### Rationale:

Procedures are necessary to administer or supervise medication for students when it is impossible for the parent or caregiver to do so. 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:

To administer or supervise medication to students prescribed by a GP or Specialist – the first dose not to be given at school during school hours.

To ensure students have the best available care provided to them by staff delegated to do so.

To avoid misuse of medication.

### Guidelines:

1. To ensure that all parents / caregivers and staff are aware of this policy by notification in school newsletter. (Send out after each review). Put on website.
2. All requests will be on the "Parent / Caregivers Request for School to Administer /Supervise Medication" form. Prior approval must be sought / given before any medication is administered / supervised. The Medication Agreement to be signed by the parent / caregiver.
3. Students will not keep prescription medications in their school bags and will hand into the office
4. A register is maintained and will be signed each time medication is administered. It will be the parent / caregiver's responsibility to inform the school of any change in the student's medication and the previous agreement will need to be amended, signed and then resubmitted for approval.
5. It is the parent's responsibility to ensure that medication to be used at school is not past its use by date.
6. The medical practitioner's directions, included on the label of all medicines and on the Medication Agreement, will be followed.
7. Other treatment / medication given on an irregular needs basis are to have details entered in the Register when administered.
8. Students may keep their asthma inhalers in their bags and self- administer, when necessary.
9. Medication of the type referred to in this policy will be stored in the fridge or in a locked cupboard. It is the parent / caregiver's responsibility to supply the school with the required medication.
10. Students requiring medication will obtain this from the designated medication officer at the time required in the first instance. However, if the medication officer is absent from school, the medication will be administered by the second person nominated by the school.
11. Medication will be administered / supervised by the delegated person / persons and witnessed by another adult.

Reviewed 2018

Next Review 2021

Board of Trustees Chairperson:

A handwritten signature in blue ink, appearing to be 'S. Galloway'.

Date:

A handwritten date in blue ink, '1/11/18'.

12. The instructions for administering epi pens is on the sickbay wall. The epi pens are stored in a container attached to the wall in the sick bay.
13. The person giving the medication will note the time, date and quantity given, and sign in the Medicines Register.
14. If the medication is refused, or not taken this will be noted in the Register and the parent / caregiver contacted.
15. The school reserves the right to ask the parent to administer the medication.
16. The Principal will make staff aware of their responsibilities under the Privacy Act.

**Conclusion:**

Following these guidelines will increase parents' and staff members' awareness of their responsibilities to care appropriately for students needing medication at school.

**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*

**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 once signed will be valid for the duration of a student's time at Rotorua Intermediate unless office staff are notified in writing by parent/caregiver.

*M. Carroll*

*1/11/18*