



PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL

Administering Medication At School

The school will not administer medication to a student without formal parental consent. However, paracetamol may be given with verbal consent from a parent.

The school has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely, and taken appropriately. The school administers medication with due care and attention to the instructions, but takes no responsibility for any problems arising from this treatment.

Medication for specific allergies or other needs is stored in the school office with a complete list of students' conditions. Staff are required to make themselves aware of this list.

Emergency allergy medication is kept in the school office.

All medication is dispensed through the school office, and all treatments and the dispensing of medication is recorded. Medication is not the responsibility of the class teacher. Children may not hold medicine in the classroom, with the exception of asthma inhalers.

Some medication, for example, drugs that adjust student behaviour, need to be carefully monitored so that parents/caregivers can check that it is being taken regularly.

The school will only administer prescription medication to students whose parents have made a formal request. The following guidelines are observed:

- Parents/caregivers complete a Medicine Authority form, and notify the school in writing of any variation in dose. Forms are available at the School office.
- Members of the school administration staff have the authority to administer medication on behalf of parents/caregivers, and ensure that medication is stored safely, and appropriate records kept.
- Medication (e.g. tablets, administered on behalf of their parents/caregivers to a student suffering from a medical condition):
 - must be delivered to school by parents/caregivers, not by students
 - must be stored in a container labelled with the name of the student, dose required, and the time the dose is to be taken.

- To ensure the safety of staff administering medication:
 - all medication is stored in a locked cabinet
 - all medication given to student is recorded on a card/booklet kept with the medication
 - the record shows the name of the student, the dose given, the time and date given, any other action taken, and is signed by the student
 - forms from parents/caregivers are stored in a file

When a parent or doctor needs to be consulted, this is done as soon as practicable.