

WAITAKERE COLLEGE

Section E (NAG 5) SAFE, PHYSICAL AND EMOTIONAL ENVIRONMENT

Policy: Administration of Medication at School

Date of Review: August 2019

**Reviewers: Michelle Chrustowski (School Nurse), Isa Tausa (Assistant Principal)
Staff Health & Safety Committee**

Goal

To provide a safe and healthy environment for children at school.

Guidelines

- 1 The School Nurse will not administer prescription medication at school unless there is documented permission from the parents.
- 2 Delegated school staff will administer prescription medication on a volunteer basis only in the absence of the School Nurse.
- 3 No non-prescription drugs are to be sent to school – other school staff will not administer these under any circumstances.
- 4 Students with essential medication should arrange via a caregiver to have a 'spare' supply available at school where it will be kept in a secure but accessible storage.

Procedures

- 1 If students are sick at school, parents will be contacted to take the student home.
- 2 If students are on prescription medication and are well enough to be at school, parents need to contact the School Nurse and give permission for the School Nurse to administer the medication.
- 3 Any staff administering medication in the School Nurse's absence will keep a record of the student's name, the drug administered, the date and time.

Chairperson

Principal

Date