

WAITAKERE COLLEGE

Section G: ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimarie)

Policy: Medication Storage/Administration

Date of Review: November 2016

Reviewer: HoD Inclusion Support Centre, Assistant HOD, Therapists, Nurse,
Shona Smith (Deputy Principal), Special Needs Sub-Committee

Goal

To ensure that medication is safely managed for students in the Centre.

Objectives/

- 1 To maintain safe storage of student medication.
- 2 To maintain written statement of regular medication to be administered.
- 3 To maintain accurate records of medication administered.

Guidelines

1. All medication is to be stored in a locked cupboard.
2. Written records to be kept of medication administered.
3. Students who require emergency or regular medication at school to have healthcare plans.

Procedure

- 1 The College Nurse supports the ISC specialists in providing medical care for students in the Centre.
- 2 Record book to be kept in medical cabinet with regular medication and or intermittent medication listed.
- 3 Guidelines set out in individual healthcare plans to be followed with regard to notifying parents and actions taken.
- 4 Students who are unwell or injured may be referred to the Nurse.
- 5 Any non prescription medication administered to the student is to be recorded in the medical record book and written in student diary for parents' information.
- 6 Cabinet where medication is kept to be locked at all times.
- 7 Students who require emergency medication to be kept at school will have their procedures reviewed annually as part of their healthcare plan. Key staff will be trained in medication delivery procedures.

Chairperson

Principal

Date