

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

Policy: **Administration of Medication at School**

Date of Review: **November 2022**

Reviewers: **Michelle Chrustowski (School Nurse), Olivia Fugmann (Associate Principal), Staff Health & Safety Committee**

GOAL

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

GUIDELINES

The School Nurse will not administer prescription medication at school unless there is documented permission from the parents.

School registered nurses will work under the NZ legislation regarding dispensing and managing medication at school. Medicines Act 1981, Medicines Regulations 1984: version as at July 2022 and Privacy Act 2020

Delegated school staff will administer prescription medication on a volunteer basis only in the absence of the School Nurse.

No non-prescription drugs are to be sent to school – other school staff will not administer these under any circumstances.

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.

The Inclusion Support Unit will follow their procedures regarding Administration of Medication

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. A Registered Nurse will only administer medication that is in the original pharmacy packaging, and follow the directions given. This includes the medication name, dose, directions for administration, Doctor and Pharmacy details and expiry date of medication.
4. All medications given to students by the registered nurse will be recorded.
5. 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