

**Section G (NELP 1) ATTACHED UNITS (INCLUSION SUPPORT CENTRE – Te Whare Rangimārie)**

**Policy: Medication Storage and Administering of Medication**

**Date of Review: August 2024**

**Next Review: August 2027**

**Reviewers: HOD Inclusion Support Centre, Assistant HOD, Lead Therapist, Associate Principal**

### **Goal**

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

### **Objectives**

1. To maintain safe storage of student medication.
2. To maintain safe administration of all medications.
3. To maintain a written statement (healthcare plan) of regular medication to be administered.
4. To maintain accurate records of medication administered.

### **Guidelines**

1. All medication is to be stored in a locked cabinet.
2. Written records of medication administered are to be kept in the student's records.
3. Students who require emergency or regular medication at school will have individual healthcare plans with guidelines to be followed with regard to notifying parents and actions taken. These plans are reviewed annually, or more often if necessary. Key staff will be trained in the administration of the medication.
4. Waitakere College nurses support the ISC staff in providing medical care for students in the ISC as per whole school processes.

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Chairperson

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Principal

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Date