

KAIKORAI VALLEY COLLEGE



ADMINISTRATION OF MEDICATION PROCEDURE

OBJECTIVES

1. To provide guidance for staff and students in the administration of prescription and non-prescription medication at school.
2. To protect the interests of students, parents and staff.

GUIDELINES

1. In the case of students receiving regular medication parents may request that the school hold supplies of the medication, to be administered according to directions. This includes on school trips.
2. Any requests for the school to store medicine **must be** on the form provided by the school and signed and dated by the parent or caregiver.
3. Medication is securely kept in a locked facility in the school office and may only be accessed and administered by one of the office staff.
4. Only the prescribed dosage will be given to a student.
5. A record is kept of medication received and dispensed to the student concerned but no responsibility will be taken to see that it is actually taken.
6. It is the student's responsibility to report to the office to receive medication, but if a pattern develops of a student not coming as arranged, for required medication, parents/caregivers will be advised.
7. It is expected that the school be advised by parents/caregivers in cases where students are required to carry prescription medication, such as insulin, inhalers and antibiotics, on their person or in their bags. This includes on school trips.
8. Non-prescription drugs are not normally administered by the school. However, in appropriate circumstances one of the office staff responsible for first aid may administer Panadol or Disprin once permission has been granted by a parent or caregiver.

Date of Confirmation by Board of Trustees	12.09.2001
Reviewed	19.08.2004
Reviewed	19.08.2006.
Under Review by the Board of Trustees	14.10.2009
Reviewed	08.06.2011
Reviewed	28 May 2014
<i>To be reviewed May 2017</i>	24 August 2017
Reviewed by the Board	25 October 2017
Reviewed	31 August 2022



ADMINISTRATION OF MEDICATION

If your child is having medication administered during the school day we ask that you sign and return the slip below to the school office as soon as possible. Without this signed form the school will not administer medication.

The staff at the school are willing to administer medication to your child subject to the following conditions:

1. That the medication is provided to the school office, or to staff on out-of-school activities **by the parent/caregiver** of the child – this must be in a named container or envelope;
2. That written instructions are provided to the school office, or to staff on out-of-school activities, regarding how the medication is to be administered in advance of the administration of medication.
3. That the staff of the school will take all reasonable steps to ensure that the medication is administered in accordance with the instructions, but it will not be held responsible for:
 - any long-term or side effects of the medication;
 - not administering the medication on any particular occasion;
 - students not taking their medication in accordance with instructions.

Please sign the statement below if you accept the above conditions.

Yours sincerely
On behalf of the Board of Trustees

Rick Geerlofs
Principal

I accept the above conditions relating to the administering of medication to my child at school by school staff.

Student's name: _____

Signed: _____ (Parent/Guardian)

Date: _____

Name of medication: _____

Quantity to be administered: _____

When the medication is to be administered: _____

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