



ADMINISTERING MEDICATION

GUIDELINES

- From time to time office staff may be required to administer medication to children. The school should only be required to administer medication during school hours when it is either not possible or impractical for a parent or caregiver to do so. An exception to this could be whilst a child is on a school trip or camp.
- The first dose must not be given at school
- All requests should be on the appropriate parent consent form and addressed to the Principal
- Medication such as Ritalin to be kept in a locked cupboard and others including antibiotics kept in the sick bay fridge
- The dosage of the medication must be provided by the parent/caregiver to the school
- The Principal may delegate the administering of the medication as requested by the parent/caregiver
- Wherever possible administering of medication will be witnessed by another adult and a record of administering initialed by both staff members.
- A register of pills (particularly Ritalin) received by parents and dispensed by staff will be maintained.
- The school will only dispense Panadol/Paracetamol to children when given specific instructions by parents/caregivers.
- Some emergency medication is held at school. Parents need to sign a consent form for this, and medication is held in a draw in the Medical Room. If a child goes offsite it is the teacher's responsibility to take this in case it is required.

Reviewed: Term Four 2020

Next Review: Term Two 2022

MEDICAL CONSENT FORM & DISCLAIMER

Full name of Child: Child's DOB:

Child's Address:

Contact number of Parents/Caregiver:.....

Emergency number:

Name of Medication:

The above-named medication has been prescribed for.....
.....(Name of Child) by child's medical practitioner or specialist.

Dr/Mr/Mrs Telephone No:.....

Time medication to be given: Dosage:

Date when first dose given:

Date when medication is to finish or review date:

I/We
(full name of parents/caregivers)

Being the parent(s)/caregiver(s) of the above child agree:

1. That the school does not have a trained medical officer to administer medications.
2. That the school cannot guarantee that the medication will be given at a precise time or by the same person although every endeavour will be made to do so.
3. To notify the school about any changes to prescription and recommended time when medication is to be given and fill out a new consent form.
4. That every care will be taken to ensure that the instructions regarding storage, preparation and giving of the medication are followed.
5. That the school shall not incur any liability whatsoever arising as a result of administering or dispensing the medication to the child, and that I/we indemnify Temuka Primary School against any costs, claims, damages, actions or liabilities which might arise now or in the future from administering or failing to administer the medication at my/our request.

I/We hereby request that, (Child's Name)receive medication at Temuka Primary School in accordance with these instructions.

Parent(s) Signature Administrators Signature

Date

Date