

BELLEVUE SCHOOL
POLICY FOR THE ADMINISTRATION OF PRESCRIBED
MEDICATION IN NON-EMERGENCY SITUATIONS AND
ADMINISTRATION OF NON-PRESCRIBED MEDICATION

National Administration Guidelines No. One

RATIONALE:

The Board of Trustees believe that prescription drugs should not be handled by the children of our school, only be taken under supervision and that through this policy help maintain the health of our students and prevent drug abuse by children. Non-prescribed medication will not be handled by children in year four or younger.

PURPOSES:

1. To safely administer prescribed medications other than asthma inhalants to the designated children and so maintain a safe physical and emotional environment.
2. To safely administer non-prescribed medications.
3. To ensure as few medicines as possible are kept on the school site.
4. To ensure that there is a safe and correct management and administration procedure for the administration of medicines at school.

GUIDELINES:

1. Before a child commences on prescribed medication at school the parent/caregiver of that child must provide written permission with the name of the child, the date, the drug, the dose and the time it should be given clearly stated on the Prescribed Medication Medicines Register.
2. All medication must be clearly labeled with the child's name.
3. The parent/caregiver must provide the name of the doctor prescribing the medication.
4. All prescribed medication must be stored in a locked draw in the sickbay room with the exception of that which may require refrigeration e.g. antibiotic syrup.
5. The school must be aware that the medication usually has an expiry date and not administer expired medication.
6. When a prescribed drug is received for regular medication two people, counting the tablets received, or estimating the quantity of liquid and signed for in the Medicines Register must check it.
7. Administration of non-regular medicine must also be recorded in the Medicines Register.

8. Time, date, quantity given, the balance of tablets left and signature of the person administering the medication as indicated on the Parent Request form must be recorded in the Medicines Register. If the medication is refused, or not taken, this must be noted in the register.
9. A regular balance sheet must be kept on a set day so that nothing is unaccounted for.
10. Not more than one week's supply of medication must be on hand at the school per child.
11. In the case of non-prescribed medication Parents/caregivers must inform class teachers in writing that their child has medication at school. This should also include the dosage required to be taken.
12. Children in year 4 and younger will have non-prescribed medication held by their classroom teacher.
13. Children in years five and six will be considered responsible enough to look after and administer medication themselves under the classroom teachers supervision.
14. The Medicines Register must not be stored with the medication. This must be kept in the school office together with the consent forms. This information must be treated as confidential.
15. Parents/Caregivers are responsible for ensuring that both non-prescribed and prescribed medication is administered.
16. Parents/Caregivers will be informed of this policy and its processes.

CONCLUSION:

Following safe practices in the administering of medication will ensure the safety of pupils receiving medication as well as all pupils and staff of Bellevue Primary School.

IMPLEMENTATION PLAN:

1. Parents/Caregivers notify school in writing of child under prescribed medicine.
2. Parents/Caregivers notify classroom teacher's in writing of child under non-prescribed medication.
3. Parents/Caregivers to sign and return 'Parent Request for Bellevue Primary School to Administer Medication' form when dealing with prescribed medication.
4. Parents/Caregivers to provide the name of the doctor prescribing the medicine.

5. Parents/Caregivers to ensure the school has that week's supply of prescribed medication available.
6. Medication to be stored in a locked draws in the sickbay room.
7. Children taking prescribed medication will report to the office for medication at times stated by the Parents/Caregivers on the 'Parent Request for Bellevue Primary School to Administer Medication' form.
8. Office staff to administer medication to the specified dosage as stated on the 'Parent Request Bellevue Primary School to Administer Medication' form.
9. Child to administer medication where possible.
10. Non-prescribed medication will be administered in classroom's under the classroom teacher's supervision.

Formulated by BOT & Staff

Approved:_____ Date:_____

Reviewed:_____ Date:_____

Bellevue School

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**PARENT REQUEST FOR THE SCHOOL TO ADMINISTER
MEDICATION**

Date of request:

I/We request that my child.....

Room..... be given.....(name of medication)

Request time(s).....(state occasions or times to be administered)

Doctors Name:.....

Signed:.....

1. I/We, the parents/caregivers, accept that the school does not have a trained medical officer to administer medications.
2. I/We accept responsibility accept responsibility for the decision to give this medication to my/our child, and acknowledge that the school is in no way responsible for that decision.
3. I/We also accept that the school cannot guarantee that medication will be given at the precise time or by the same person. (If parents wish to guarantee the time, dosage and procedures, then they need to make their own arrangements for medicating).
4. I/We will notify the school about any changes to dosage, time or procedures by filling out a new request form.
5. Parents/Caregivers are requested to deliver the medication personally to the school.
6. All medication that is not collected by the parent/caregiver at the end of the year will be disposed of by flushing down the toilet.
7. I/We the parents/caregivers accept responsibility that medication to be used at the school is not past its 'use-by' date.

Signed:.....

Date:.....

RECEIPT OF MEDICATION NOTICE

To _____ (parents/caregivers) of _____

We acknowledge receipt of the following medication, which is now held in the school's office where it is locked securely away.

Description of medication:

Dosage:

Quantity received:

On behalf of the school

Date