



Administration of Medicine at School Policy

Guidelines

1. No medication will be administered to a child without parental consent. Paracetamol can be given with verbal consent from a parent, by office staff on a volunteer basis.
2. No non-prescription drugs are to be sent to school for teachers to administer.
3. Office staff will administer prescription medication on a volunteer basis provided there is a written permission slip from the parents and it is agreed to by the principal. – Forms available at the office.
4. Medication to be administered during the day will be held in a locked area of the school office and dispensed by office staff. A record is kept of all medicine dispensed.
5. Medication is not the responsibility of a class teacher, though a designated person will need to take responsibility on school camps for instance.
6. Long-term use of medication will require written notification annually.
7. Children will not hold medicine in class with the exception of asthma inhalers.

Procedures

1. If children are sick at school, parents will be contacted to take children home. Class teachers need to be informed if a child goes home.
2. If children are on prescription medication and are well enough to be at school, parents need to complete a form available from the school office requesting office staff to administer medications and giving permission for them to do this.
3. Any staff administering medication will keep a record of the child's name, the drug administered, the date, time and staff signature.

Asthma

Asthma is very prevalent in New Zealand. Symptoms of an attack include:

- Shortness of breath
- Difficulty breathing
- Audible wheeze
- Coughing
- Difficulty speaking
- An increased respiratory rate and respiratory effort (using stomach muscles to breathe)

The parents of a child with severe asthma should complete and sign full medical protocol, that contains a care plan, at the school office.

Because children may need their medication at any time it is inappropriate for it to be stored in the sick bay Children need to hold their own medication in their school bag.

An appropriate dose for most children suffering mild asthma is two puffs of their inhaler This can occasionally be increased to six (via a spacer)if the asthma is moderate or severe. This is not an overdose.

If a child requires self-medication more frequently than four hourly, their parents should be notified and the child taken to a doctor.

Review schedule: Triennially

Our children will leave our school continuing to be faithful, responsible and lifelong learners.