

## **ST. JOSEPH'S SCHOOL, OTAHUHU**

### **ADMINISTRATION of MEDICATION at SCHOOL PROCEDURES:**

If children require medication to be administered at school for any reason the following procedures will be adhered to.

1. No medication is to be administered at school without written permission from parent or legal guardian and it is agreed to by the Principal of the School.
2. The Administration of Medication form must be filled out ( copy available at School Office ) and signed and dated by the parent.
3. Parents will also be advised to instruct their children to report to the Office for their medication at the appropriate time.
4. No non-prescription drugs are to be sent to school and children are NOT to have any form of medication in school bags or desks.
5. School Staff will administer prescription medication on a volunteer basis only with the understanding that the parent has given written permission to do so and therefore no liability on the part of the staff member.
6. Normally medication will be stored in a secure place in the school office or sick bay and will be administered by Office personnel.
7. The staff member administering the medication will record and initial the date and time administered on the back of the Administration of Medication Form
8. Long-term use of medication will require written notification from a General Practitioner or Specialist. This will need to be verified annually. Any change or discontinuation in Long-term use of medication should also be verified in writing by G.P. or Specialist.

### **CONCLUSION:**

The above procedures are for cases where administering medication during school hours is absolutely necessary. Parents/caregivers are encouraged to administer medication such as antibiotics outside of school hours.

*Updated 2016*