



St James' Catholic School

Whakaruru Hau A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

ST JAMES' CATHOLIC SCHOOL BOARD OF TRUSTEES

Policy on Administration of Medicine at St James' Catholic School by a Staff Member

Date Reviewed:	May 2017
Review Team:	T Royds, S Cotter, J Wedlock, T Edwards
Date of Next Review:	May 2020
Connection to the Bishops document "The Catholic Education of School Age Children"	For a Catholic school the values it promotes must be sourced from the gospels, particularly, the parables of Jesus. The Catholic school should give special attention to the students with greater needs.....
Related Documents:	Policy on Provision of Care for Sick or Injured Children Health and Safety Policy
NAG:	NAG 5 – Health and Safety
Community Consultation	December 2017
Signed:	
Approval Date:	26 February 2018

INTRODUCTION

The Board of Trustees will ensure that essential medicines are administered safely to children whilst they are at school. All medicines administered by staff members at St James' Catholic School will be given in a safe and effective manner. All medicines will be stored safely and in accordance with pharmacy recommendation medication and taken appropriately. There will be measures in place to ensure that medicines are taken on time.

The school administers medication with due care and attention to the instructions provided, however takes no responsibility for any problems arising from this treatment.

GUIDELINES

- All requests for staff to administer medicine for an individual child in the school day will be made on the signed 'St James' School Medication Consent Form' (Appendix One) and will be delivered to the School Office by the child's parent/caregiver, not the child.
- All medication including Paracetamol and prescription medicines will only be administered by delegated Office Staff. Instructions given by the parent on the Medical Consent Form will be followed by staff. The School will only administer prescription medication to students whose parents have made a formal request. However, paracetamol may be given with verbal consent from a parent. (Where practical this practice will be delegated to First Aid qualified member of staff.)
- All medicines will be stored in the First Aid Room located in the administration area of the school, either in the drawers provided (inhalers etc), in the locked medicine cabinet or in the fridge (if required). If possible medicines should be contained in a child-proof container.
- ALL medication given to students is recorded on the 'Medication Given to Students' Form or for students receiving daily medication, this will be marked off on the Red 'Students Requiring Daily Medication' form at Reception.
- In some circumstances it is appropriate that students retain their own medication. This is more likely for children with long term conditions who have a regular medication regime or may require it in an Emergency situation. It is expected that these children or delegated Learning Assistant would have had the appropriate education and be deemed competent at performing this task independently. Approval for self-administration will be given by the Principal on a case by case basis. Determining where the medicines will be stored will also be done on a case by case basis by the student's teacher and Principal. If further information is required regarding the storage of the medicine(s) a pharmacist, medical practitioner or registered nurse will be consulted.

SPECIAL CHARACTER

The Board of Trustees is committed to ensuring the Catholic Character, Values and Philosophy of Hato Heemi (Whakaruru Hau) underpin all Governance and Management Policies and Procedures.

Appendix One



St James' Catholic School
Whakawiri Rau *A Sheltering Place*
— Te Kura Kaitiaki o Teiā Hōwiri —

Phone 06 357 9719
Web www.stjamescatholic.school.nz
School 504 Albert Street
Palmerston North, 4410

Medication Consent Form

I/we request that:(child's name)

of(address)

Room:

be given medication at St James' School.

1. I/we, the parents or caregivers, accept that the school does not have a trained medical officer to administer medications.
2. I/we 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 a 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.) It will be the child's responsibility to come to the School Office to have appropriate medication administered.
4. I/we will notify the school about any changes in dosage, time or procedures and fill out a new request form.
5. I/we will ensure medication has not expired.
6. I/we agree to supply the correct dosage of medication and measuring dispenser to the school.

Name of medication:

Dosage

Approximate time to be given at school:

Expiry date of medication (on container):

Special storage requirements, ie. in fridge etc:

Any side effects of medication:

Parent/guardian phone number during school hours:

Signed (full name):

Relationship to child: Date: