



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedure	Health & Safety	Administering Medication	
Established		Principal	
Last Review	23 July 2007	Principal	

RATIONALE

The Board of Trustees recognizes that medications administered by the school should be managed in a way that ensures the safety of all those concerned.

RESPONSIBILITY

Responsibility of disclosure

Parents (or guardians) of children who are taking prescribed medication have a responsibility to disclose this to the school if such medication is to be brought onto the school grounds or taken to off-site school activities. Likewise, parents (or guardians) of children who have a known condition (e.g. epilepsy) that staff reasonable need to be aware of, have a responsibility to disclose this to the school.

Responsibility to seek permission

The School has a responsibility to obtain permission from a parent or guardian before administering any routine medication to a child. This includes paracetamol. In the case of a serious medical emergency, an external medical professional may administer medication before the School has contacted the parents.

Chronic conditions

Parents (or guardians) of children with special medical needs, e.g. prescribed medicines, need to negotiate treatment procedures with the School. While the School seeks to accommodate special medical needs, neither the School nor individual staff are obliged to provide treatment.

Administering medication is not a teaching duty therefore staff members can refuse to accept the responsibility of administering medication to students.

If no one is prepared to accept this responsibility it will be up to the parents to ensure their children get their necessary treatments.

If a staff member is prepared to take the responsibility for administering medication the following procedures will be employed to ensure the safety of everyone concerned:

PROCEDURES

1. Parents requesting this service will be asked to sign a medical disclaimer that will protect the school from being liable for the administration of any particular drug or any dose prescribed by a doctor.
2. The drug will be stored in a way that is appropriate to it.
 - *Liquid antibiotics* that need to be kept chilled will be stored in a fridge in the staff room that is not readily accessible to students.
 - *Recorded drugs* such as *Ritalin* will be kept in a locked cupboard or drawer that is completely secure.
3. Parents will provide the medication to the staff member responsible at the beginning of the day so it can be stored safely until it is required.
4. Students will be responsible to approach the staff member responsible to get their treatments at the appropriate times – unless for special reasons an alternative arrangement has been agreed upon.
5. Staff members will take all reasonable care to ensure that all medications are administered correctly.
6. Staff members will not try to force students to take medication if they refuse it.