



# Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

## OPERATIONAL POLICY

### *Administration of Medicine*

Latest Revision	March 2020
Reviewer	Principal
Next Revision	February 2022
Associated Governance Policies	5.9 Health and Safety

#### **INTRODUCTION**

The policy aims to uphold the health and safety of our students by ensuring that they are given proper care, and that medication is not administered inappropriately.

#### **PROCEDURE**

Medicine (prescription and non-prescription) is not given to a child unless it is given:

- by a doctor or ambulance personnel in an emergency; or
- by the parent of the child; or
- with the written authority (appropriate to the category of medicine) of a parent, it is administered through Student Services in the College Office.
- Medicines are stored safely and appropriately in the College Office, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time.

Parental responsibility:

- It is the parent's responsibility to ensure that medication to be used at school is not past its use by date.

#### **Documentation required:**

1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine.
2. A record of all medicine (prescription and non-prescription) given to children. Records include:
  - a. name of the child;
  - b. name and amount of medicine given;
  - c. date and time medicine was administered and by whom.