

# Napier Central School



## NAG 5.7 Health & Safety

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### Administering Medication at School

#### Rationale

The school should only be requested to administer medication during the school day, when it is not possible for the parent or guardian to administer it, and when it is essential for the child to have the medication during the school day.

#### Purpose

To administer medication, as prescribed by a General Practitioner or specialist, to pupils where administration is essential during school hours.

#### Guidelines

- All requests to administer medication will be on the “Parent/Guardian Request for School to Administer Medication” form (Appendix A) and addressed to the Principal. Medication will not be administered unless this form is completed.
- Such medicating falls into two groups:
  - a) **Essential Medication** administered daily. Recording of essential medicine administration will be done on the back of Appendix A: “Parents/Guardians Request for School to Administer Medication”.
  - b) **Emergency Medication** administered for medical crisis e.g. for bee sting allergy, or diabetic episode. Recording of emergency medicine administration will be entered in the medical room record book.
- In both cases the medication must be provided in a child proof container, clearly marked with the child’s full name, the name of the medication, the dosage required and times of dosage. For medicines requiring an administering measure an appropriate measuring spoon or cup must be provided.
- The school assumes that the parent has established that the continued administration of the medicine presents no safety issues.
- The medication will be kept in a safe place within the administration area of the school in a child proof container, except for medicines requiring refrigeration.
- The Principal may delegate the administering of the medication to another staff member, or staff members willing to carry out medication duties.
- The delegated person/persons will endeavour to administer the medication as requested by the parent/guardians on the request form (Appendix A). There is an expectation that pupils will routinely report to receive medication.
- Essential Medication will be administered by the delegated person/persons, and the back of the parent request form (Appendix A) filled in and initialled.
- Where possible medicines should be administered in the sick bay.
- Staff who agree to help with medication of pupils will receive appropriate first aid training.

- The schools Asthma Action Plans (when current) are deemed to be in place of the “Parent/Guardian Request for School to Administer Medication” form (Appendix A) in the case of asthma medications, where these medications are described in the asthma plan.
- This policy does not refer to emergency situations. Under the Crimes Act 1961 Section 151, everyone has a duty to provide the necessities of life, which could include first aid, until a medical professional arrives. Parent or guardian should be contacted as soon as practical. The advice of a doctor may be sought while awaiting arrival of further assistance..
- For protocol for Administering of Injectable Medication see appendix B.
- Where a Parent/Guardian Request for School to Administer Medication application has been approved, the classroom teacher will be notified by the parent so that the child can be reminded to report for medicating.
- **Parental Advice to Self Medicate:** In circumstances where parents allow their child to self medicate (for example for asthma) the school should receive written advice of this medicating.

The medicine the child carries should be clearly named and labelled. In instances where pupils are allowed by their parents to carry and administer their own medication (for example for asthma) there is no way that the school can monitor, record dosages taken.

### **Conclusion**

Whenever possible parents/guardians are expected to administer medication to their own children in most situations

### **Appendices and Attachments**

- ❖ **Appendix A:** Parent/Guardians Request for School to Administer Medication Record of Medicines Administered (On Back of Appendix A)
- ❖ **Appendix B:** Protocol for Administering Injections to Pupils
- ❖ **Appendix C:** Procedures and Guidelines When in Contact with Blood or Other Body Fluids

Reviewed: 2016

## Administering Medication at School

### Appendix A

#### Parent / Guardians Request For Napier Central School to Administer Medication

To the Principal, Napier Central School;

I / We request that (child's name) \_\_\_\_\_ of Room \_\_\_\_\_  
be given medication at Napier Central School.

1. I / we 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 the school is in no way responsible for that decision.
3. I / we accept that the school cannot guarantee that the medication will be given at a precise time although every endeavour will be made to do so.
4. I / we attest that my / our child's medication regime is established and any "reaction to medication" period is passed.
5. I / we will notify the school about any changes to dose and recommended time when medication is to be given, and fill out a new request form.
6. I / we accept responsibility to collect any unused medication.
7. I / we accept responsibility to encourage and remind my / our child to report for medicating at the appropriate times.

<b>Name of medication</b>
<b>First dose given on (date/time) (must not have been given at school)</b>
<b>Dosage and time to be given at school</b>
<b>Expiry date of medication (on container)</b>
<b>Date when medication is to finish</b>
<b>Special storage requirements</b>
<b>Any side effects of medication</b>
<b>Name and phone number of GP or Specialist</b>
<b>Parent / guardian phone number during school hours</b>
<b>Emergency contact number</b>
<b>Full name of person signing</b>
<b>Relationship to child</b>
<b>Signed _____ Date _____</b>

## **Administering Medication at School**

### **Appendix B**

#### **Protocol for Administering Injections to Pupils**

There may be occasions when pupils with special medical conditions require injectable medication to be held and administered at school.

Each request for the school to hold and administer injectable medication will be dealt with on an individual basis.

This protocol is for teachers and parents to follow when the parents request the school to hold an emergency supply of any injectable medication.

#### **Parent Responsibilities**

1. The standard Request for School to Administer Medication (Appendix A) must be completed.
2. The request must be accompanied by written instructions for the administration of the medication dose and Emergency Action Plan – to be filed in the Action Plan folder in the medical room.
3. The parent must advise the child's medical advisor that a supply of medication is kept at school and that a designated administrator may need to administer it in emergency situations.
4. The parent must coordinate with the principal for the designated administrator/s to discuss their role with the pupil's medical advisor who should give instructions as how to administer the injection.
5. The parent must be responsible for obtaining the medicine and ensuring that supplies kept at school are in date.
6. The parent is responsible for advising the school should it become no longer necessary to hold medication at school and shall remove unused or out of date supplies.

#### **School Responsibilities**

1. The medication and syringes will be kept in a secure place, which ensures they are protected from heat, light and moisture and unauthorised personnel.
2. The medication and syringes must be provided in the original containers clearly marked with the pupil's full name, name of medication, dosage required and expiry date.
3. Support the instruction and training of designated administrator/s.
4. Review regularly (at least annually) the register of Requests for School to Administer Medications and Emergency Action Plans.
5. The school will, if required to administer an injection, endeavour to follow the Emergency Action Plan, call an ambulance and contact the pupil's parents/guardians.

## **Administering Medication at School**

### **Appendix C**

#### **Procedures And Guidelines When In Contact With Blood And Other Body Fluids**

##### **Purpose**

Since a number of fatal and/or debilitating diseases can be contracted from infected blood, clearly there is a need for a set of hygiene procedures, which effectively addresses this threat.

##### **Guidelines**

It follows then that

- The school should have an effective set of hygiene procedures
- The school should have the equipment needed in order to give effect to these procedures, and
- That all staff should be fully aware of these procedures.

Additionally, staff should pay added attention to their own cuts or broken skin, protecting them from direct contact with outside body fluids. Any fresh cut less than 24 hours old should be covered.

##### **Hygiene Procedures**

Any member of staff who has gone to the assistance of any person with a cut or broken skin should use the following procedures:

1. Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.
2. Use disposable gloves provided and wash hands thoroughly with soap and water after removal of gloves. If disposable gloves are unavailable at the time, hands and lower arms and other body parts in contact with or splashed by blood must be washed thoroughly with soap and water.
3. Place any swaps, gauze, etc that has had contact with blood in the plastic lined bin for disposal.
4. Wipe down the benches or other bloodied areas with cold or tepid tap water and then with diluted household bleach.
5. Wash any carpeted areas with water and soap.
6. Wash scissors or other instruments that have come into contact with blood or other body fluids thoroughly in cold tap water to remove any blood, then instruments can be effectively sterilised by boiling for a least 10 minutes or by soaking them for 30 minutes in diluted household bleach, (dilute 1 part in 10).