



# *Pukekohe North School*

Princes Street, Pukekohe. Phone 0-9-238-8552

## **RATIONALE:**

- Pukekohe North School will provide a safe and healthy environment for Students. Sometimes it is necessary for school staff to assist with the administration of medicine during school hours.

## **GUIDELINES:**

- Medicines will not be administered without consent/notification from parents- this applies to all medication including antibiotics/paracetamol
- Medicines must be in original labeled containers or packaging with names and instructions clearly legible.
- Medicines must be given to staff and will be stored in the school's office under the control of school administration staff.
- Long term use of medication will require a Pukekohe North School Medical Agreement form signed by the child's whanau. These forms will be kept on record until the child leaves the school.
- The school will keep a record of all medicines administered in the Medication Administration Register. This will be kept in the school office and is available for whanau to view details pertaining to their child/children.
- The school will make every reasonable effort to ensure that children receive medication at the correct time, but accepts no responsibility for missed doses.
- Parents are requested to plan administration of medication so children receive medication outside school hours under whanau control.
- The school will make every endeavour to ensure that the above guidelines/rules are adhered to, but will not be held responsible for medication brought to school without the knowledge of the staff.

## **CONCLUSION:**

- Medication will not be administered at school unless all the criteria have been met.

**Ratified by the Pukekohe North School Board of Trustees July 2019**

**Review Date July 2022**