



# Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

## OPERATIONAL POLICY

### *Administration of Medicine*

<i>Latest Revision</i>	<i>March 2023</i>
<i>Reviewer</i>	<i>Principal</i>
<i>Next Revision</i>	<i>February 2025</i>
<i>Associated Governance Policies</i>	<i>5.9 Health and Safety</i>

#### **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.*