NAG 5.2

Policy: Administering Medication

Policy Statement

Manurewa High School recognises that the School Nurses and nominated staff may be required to administer prescribed medication to students. The School states that it should only be requested to administer medication during the school day in order to ensure that a student's health is not placed in jeopardy.

Procedural Guidelines

- Prescribed Medication must initially be given by a medical professional or parents/caregivers.
- Students who require medication, and are away on EOTC activities, must have written consent from parent/caregiver for medication to be administered.
- All requests to administer medication should be in writing from the parent/caregiver.
- Requests to administer medication must be made directly to the Nurse(s) in the Health Centre. In the case of Hiranga students the Head of Learning Area or nominated staff of Hiranga
- The medication must be kept in a locked place.
- The exact dose of medication must be provided to the School by the doctor/parent/caregiver.
- Administering of medication will be recorded by the Nurses in the Health Centre.
- Whilst the School will take all reasonable steps to ensure that the student takes the prescribed medication, the final onus for this is on the student, not the School.

Review schedule: **May 2021**

ADOPTED BY BOARD OF TRUSTEES

Date **17 September 2003** Chairperson **M J Bailey**

AMENDED	Date	**21 June 2005**	Chairperson	**S Smith**
REVIEWED	Date	**30 October 2008**	Chairperson	**S Smith**
AMENDED	Date	**26 September 2011**	Chairperson	**S Smith**
AMENDED	Date	**19 September 2016**	Chairperson	**S Smith**
REVIEWED	Date	**25 May 2020**	Chairperson	**S Smith**
REVIEWED/AMENDED	Date	.....	Chairperson	.....
REVIEWED/AMENDED	Date	.....	Chairperson	.....
REVIEWED/AMENDED	Date	.....	Chairperson	.....
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