



# Timaru Christian School Procedures

## HS18 - Medicines

**Note:** No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

Medication for specific allergies or other needs is stored in the cupboard of the Medical Room. A complete list of students' conditions is kept in the medical room and on Assembly online. Staff are required to make themselves aware of this list.

Children may not hold medicine in the classroom, with the exception of asthma inhalers.

Some medication, for example, drugs that adjust student behaviour, needs to be carefully monitored so that parents/caregivers can check that it is being taken regularly.

The school will only administer prescription medication to students whose parents have made a formal request. The following guidelines are observed:

- Parents/caregivers complete a form at the office advising what needs to be taken and in which quantity.
- Parents are responsible for collecting short-term prescription medicine at the end of each day.
- Members of the school administration staff and teachers have the authority to administer medication on behalf of parents/caregivers, and ensure that medication is stored safely, and appropriate records kept.
- Medication (e.g., tablets, administered on behalf of their parents/caregivers to a student suffering from a medical condition):
  - must be delivered to school by parents/caregivers, not by students
  - must be stored in a container labelled with the name of the student, dose required, and the time the dose is to be taken.
- To ensure the safety of staff administering medication:
  - all medication is stored in the staffroom fridge or a locked container
  - all medication given to student is recorded on a card kept with the medication
  - the record shows the name of the student, the dose given, the time and date given, any other action taken, and is signed by the student
  - forms from parents/caregivers are stored in a file. When a parent or doctor needs to be consulted, this is done as soon as practicable.
- Emergency allergy medication is kept in the cupboard in the Medical Room with the first aid kit. A medical card outlining specific treatment of specific children will be kept in the medical room and in the child's teacher's classroom.

### Asthma

The register of medical conditions includes asthma, and should include any details of a child's allergy to an asthma medication.



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As children may require their medication at any time, it is inappropriate for it to be stored in the sick bay and issued under any formal protocol. Children hold their own asthma medication, named and stored in their desk or school bag.

If a child requires self-medication more frequently than four-hourly, their parents should be notified and the child collected from school.

Note: **Call an ambulance immediately** if a child shows severe symptoms of asthma, especially the inability to speak or move about.

**The emergency treatment dose for any asthmatic child is six puffs via a spacer, repeated almost continuously until the ambulance arrives.**