



Devon Intermediate School  
*Te Kura Takawaenga o Ngāmotu*

## **ADMINISTERING MEDICATION POLICY**

**No 510**

### **Rationale**

From time-to-time school staff may be required to administer medication to children. The school should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so.

### **Policy Statement**

The aim of this policy is to facilitate the administration of prescribed medicines to ensure that a child's health is not placed in jeopardy by school attendance.

### **Policy Guidelines**

1. The first dose must **not** be given by school staff but may be administered by a medical professional or notifying parents/caregivers.
2. All requests to administer medicines should be on the appropriate parent request form and addressed to the Principal.
3. The medication must be kept in a locked place, if possible, in the school's administration area, in a child-proof container.
4. The exact dose of medication must be provided by the parent/caregiver to the school.
5. The Principal may delegate the administering of medication to another/or other person.
6. The delegated person/s will administer the medication as requested by the parent/caregiver.
7. Before medication is administered the school will require written confirmation by the parent/caregiver.
8. Whenever possible administering of medication will be witnessed by another adult and a record of administering initialed by both adults.

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Ratified by Board: 4 September 2023

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Next Review: September 2026

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