



KINGSWAY SCHOOL POLICY FOR ADMINISTRATION OF 'PRESCRIPTION' MEDICATION

RATIONALE

The school Health Centre supports the safe administration prescription medication by a Registered Nurse.

PURPOSES

1. To safely administer medication to students/clients prescribed by a General Practitioner or Specialist.
2. To give clear guidelines on the administration of routine, non-emergency prescribed medication to students/clients.

GUIDELINES

1. Parents/caregivers/whanau have a responsibility to inform the school Registered Nurse of any condition that requires the administration of prescription medication.
2. It is the responsibility of the family/caregivers/whanau (not the school) to supply prescription medication in the original pharmacy container.
3. A Registered Nurse will only administer medication that is in the original pharmacy packaging and follow the directions given. This includes the Medication name, dose, directions for administration, Doctor and pharmacy details and expiry date of medication.
4. Prescription medication will be stored as directed by the pharmacy. All prescription medication will be kept in a locked cupboard; the key held by the Registered Nurse.
5. If a medication fridge is used it must meet the Refrigeration of Medication guidelines.
6. Students/clients requiring medication are to present themselves to the Nurse at the requested time. If the student does not present at the appropriate time, every effort will be made to locate the student. If medication is not administered the parent/caregivers/whanau will be notified.
7. Documentation of medication administered must be documented in the student's/client's chart by the administering Registered Nurse. Documentation must include date, time of administration, name of medication, dosage given and signature. The student/client assessment, treatment and, if necessary, any monitoring and follow-up must be documented in the clinical record.

8. If the medication is refused, or not taken this shall be recorded in the student's/client's health notes or medical registration and the family/caregivers/whanau notified (if the student/client is under 16 years of age).
9. The Registered Nurse reserves the right to refuse the inappropriate administration of medication. If the school is unable to find a person who is willing to administer medication, the school may ask the parent/caregivers/whanau to perform this task.

RELATED DOCUMENTS

NZ Legislation

Privacy Act (1993)

Medicines Act (1981)

School and SBHC Policies & Guidelines

Confidentiality

Other related documents

"Request to Administer Medication" form

Form used with Permission from Auckland School Nurses Group.