

# MEDICINE AUTHORITY FORM

Child's name:	Date:
Class Teacher:	Room:

I request that my child be given the following medication(s):

Condition for which medicine is given:
Name of medicine and dosage:
Time(s) when medicine is given:
Procedure for giving medicine:
Name of prescribing doctor and their contact details:

Emergency Contact Numbers:	
Parent/Caregiver:	Phone:
Parent/Caregiver:	Phone:

Declaration:
<p>1. I have read the Newlands Primary School Policy 'medicines' on the back of this form and agree with its provisions.</p> <p>2. I accept responsibility for:</p> <ul style="list-style-type: none"> <li>- The decision to give this medication to my child, and acknowledge that the school is in no way responsible for that decision, now or in the future</li> <li>- Notifying the school about any changes in dosage, time, or procedures, by filling out a new Medicine Authority form.</li> <li>- Delivering the medication personally to school.</li> <li>- Ensuring that the medicine is not past its expiry date.</li> </ul> <p>3. I accept that the school:</p> <ul style="list-style-type: none"> <li>- May not have a trained medical officer to administer medications</li> <li>- Cannot guarantee that medication will be given at a precise time or by the same person.</li> <li>- Will dispose of any uncollected medicine at the end of the year.</li> </ul>

Signed by parent/caregiver:	Date:
Signed by school principal:	Date:

## Medicines

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

Newlands Primary School has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely, and taken appropriately. The school administers medication with due care and attention to the instructions, but takes no responsibility for any problems arising from this treatment.

Medication for specific allergies or other needs is stored in the medical room with a complete list of the students' conditions. Staff are required to make themselves aware of this list.

All medication is dispensed through the school office, and all treatments and the dispensing of medication is recorded. Medication is **not** the responsibility of the class teacher. 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. If this type of medication is managed at home, details of the condition and medication are recorded on the students file.

The school will only administer **prescription medication** to students whose parents have made a formal request, and only in accordance with the GP directions as noted on the pharmacy label on the packaging of the medicine. The following guidelines are observed:

- Parents/caregivers complete a Medicine Authority form and notify the school in writing of any variation in dose.
- Members of the school administration staff 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 plastic bag labelled with the name of the student together with a copy of the Medicine Authority form.
- To ensure the safety of staff administering medication:
  - Long term medication is stored in the emergency medical bags in the medical room. Short term medication is kept in a locked cabinet unless it requires refrigeration in the staffroom fridge.
  - All medication given to student is recorded on the medication record sheet located in the medical room, and parents are notified when medication is given via a written note sent home with the student.
  - The medication record sheet shows the name of the student, the dose given, the time and date given, other action taken. It is then signed by the administering staff member.
  - A copy of the Medicine Authority form from parents/caregivers is kept on file.

When a parent or doctor needs to be consulted, this is done as soon as practicable.

Emergency allergy medication is kept in the medical room in the office area in a designated medicine bag. Further emergency allergy medication is kept in the classroom with the child.

### Return of Medication

When students leave Newlands Primary School medication should be collected from the school office. Medication will be held at the office for one month after a student leaves, and if it is not collected it will be disposed of safely.