

# Gracefield School's Administering Emergency and Long Term Medication Procedures



## Procedures

1. A medical consent form will be filled out and signed by parents/caregivers if their child requires medication administered at school.
2. Children will not be given any medication without the permission of the parent/caregiver.
3. Consent and instructions for administration of medication must be given by the parent/caregiver before drugs are administered by staff.
4. Parents/caregivers will notify a teacher if a child is to store and administer their own medication.
5. Where practical, staff will administer medication to assist parents. However, staff will at no time accept responsibility or be liable for the administering of medication.
6. Parents/caregivers will be expected to ensure there is an adequate supply of required medicines within the recommended use by date, available for the child at school.
7. If a child's medication or dosage changes, parents must inform the school in writing.
8. Parents may be requested to bring to school medication if during the day the supply is finished.
9. All medicines sent to school should be in their original container stating:
  - Type
  - Storage
  - Frequency
  - Names of doctor and patient.
10. Staff will not be responsible for the side-effects caused by a child who refuses to take his/her medication. Parents may be requested to come to school and administer medication that a child refuses to take.
11. Parents/caregivers will be notified if emergency medication has been administered e.g. bee sting medication etc.
12. The school may at any time decline to administer medication, if it is considered in the best interests of the child.
13. Where necessary, training will be provided for the administering of medication.

Approved: July 17

Principal \_\_\_\_\_

Chairperson \_\_\_\_\_

**GRACEFIELD SCHOOL**

**MEDICAL DISCLAIMER**

From time to time we have a number of children at our school who require medication during school time.

Where practical, staff administer medication to assist parents.

However, it needs to be understood that Staff / Board of Trustees will at no time accept responsibility for any short or long term effects resulting from the administering of medication.

Staff will make every effort to store medication safely, but if the medication is stolen or goes missing, no responsibility will be accepted.

Staff will also not be liable for children administering their own medication.

**I accept the above conditions on behalf of my child:**

**Full name of child .....**

**Medication to be administered .....**

**Frequency and dosage .....**

**Parent/Caregiver signature .....**

**Date .....**