



Next review: Term 2 2025

Medicines

At Wairakei School Christchurch, we value the health (hauora) of our staff and students. We ensure student medication is kept securely and taken appropriately, and staff are responsible for their own medication. This policy applies to prescription and non-prescription medication.

Information about student health conditions is noted in our student management system. Staff have access to this information as appropriate and are familiar with the [medical](#) needs of students they have regular contact with. Our [Privacy Guidelines](#) apply at all times.

Storing medication

We observe the following guidelines when storing medicines.

- Medication held by the school is stored securely in the office. Medication is refrigerated as required.
- Medication must be supplied in its original container/packaging labelled with the name of the student and dose required. Any variation in dose must be notified in writing.
- Medication must be delivered to school by parents/caregivers, not by students.
- School supplies of pain relief medicine (e.g. paracetamol) for students and staff are kept in pack sizes that are available when purchased over the counter, and are kept in its original packaging.
- Staff are responsible for ensuring their own medication brought to school is kept securely.
- Emergency allergy medication, such as EpiPens, is kept in the sick bay and stored appropriately so that it is readily accessible.
- Expiry dates are checked regularly and parents/caregivers are advised if supplied medication needs replacing.
- When off school grounds (e.g. EOTC, sports etc), all medication is held by a designated person and individual medication is administered as required and recorded. See [EOTC Health and First Aid](#)
- In the event of an evacuation, staff bring essential medication to the assembly area. See [Evacuation](#)
- Medication that is no longer required is returned to the parents/caregivers.

Students with specific health conditions, such as [allergies](#), [asthma](#), or [diabetes](#), may have specific requirements in relation to accessing their medication.

Administering medication

The school will not administer medication to a student without formal parental consent. However, non-prescription paracetamol may be given with verbal consent and instruction on the appropriate dosage from a parent.

Parents are asked to administer student medication outside school hours when possible. If a student requires medication during school hours, we only administer prescription medication to students whose parents/caregivers have completed a [medicine authority form](#). Forms are stored appropriately and health information is kept private. Medication is administered with due care and attention to the instructions. We carefully monitor some medication in particular (e.g. mood/behaviour altering drugs) so parents/caregivers can be assured it is being taken as prescribed.

We observe the following guidelines when administering medicines.

- All medication held by the school is administered through the school office.
- Staff with authority to administer medication on behalf of parents/caregivers keep appropriate records and store medication safely.
- To ensure the safe management of medication:
 - all medication given to students is recorded
 - the record shows the name of the student, the dose given, the time and date given, the person administering and any other action taken.
- If a staff member requires school-supplied pain relief, it is only given by someone who is medically trained to do so, otherwise the staff member self-administers the medicine.

When needed, we consult a parent/caregiver or health professional (e.g. doctor, public health nurse) as soon as practicable. In an emergency, we provide [first aid](#) and call emergency services as required. Medication is administered according to the student's [health plan](#) if provided.