



KINGSWAY SCHOOL POLICY FOR ADMINISTRATION OF 'GENERAL SALE' MEDICATION

RATIONALE

The school Health Centre supports the safe administration of all 'general sale' medication. All requests to obtain any 'general sale' medication will be assessed fully and discussion concerning health condition, fluid intake, harmful effects of medication and previous use will be undertaken.

Please note that by law (Medicines Act, 1981) only PRESCRIPTION and GENERAL SALE medication can be administered by the Registered Nurse (RN) in the Health Centre. 'General Sale' medication includes those that can be purchased from a supermarket. RN's are not able to administer 'Pharmacy Only' medication; e.g. panadiene, ponstan, panadol liquid and antihistamine (tablets and creams). If students require any medication from the RN other than general sale medication, they will require the medication to be prescribed by their Doctor. All prescription medication to be administered by the RN must be in original pharmacy container with the students name and dose details clearly documented on the container in English.

PURPOSES

1. To ensure that all students presenting to the KingsWay School Health Care Centre are assessed fully.
2. To ensure that appropriate management is implemented.
3. To refer students for medical assessment if appropriate.
4. To seek to involve family/caregivers/whanau where appropriate within the confines of ethical and privacy standards.
5. To educate concerning the use of 'general sale' medication to manage symptoms.
6. To evaluate presenting health condition and assess any underlying cause for symptoms.

GUIDELINES

1. Family/caregivers/whanau must ensure that the school has current health/medical information on students/clients who have conditions that may require intervention.
2. It shall be the family's/caregiver's/whanau's responsibility to inform the school of any change in the student's/client's medication.

3. Permission for Paracetamol (panadol) can be authorised by family/caregivers/whanau signing the appropriate section of the “Student Health Centre Records” on the enrolment form.
4. No alternative ‘general sale’ analgesic medication will be administered to students/clients under 16 years of age without the consent of family/caregivers/whanau.
5. Verbal (over the phone) consent can be given for ‘general sale’ medication, and this permission will be transferred to the student health record for ongoing authorisation.
6. Alternatively, requests for ‘general sale’ medication should be on the appropriate ‘Request to Administer Medication’ form and addressed to the Registered Nurse. The Request Form is to be signed by the family/caregivers/whanau and the Registered Nurse who will administer the medication.
7. Students/clients over 16 years of age will be provided with a dose of medication as recommended on the packaging if this is assessed as appropriate.
8. Directions, as on the label of all medication and on the Request Form shall be followed.
9. The first dose **will not** be given at school.
10. Fluid intake will be encouraged when the student’s/client’s present with headache symptoms.
(Fluids will not be given where a possible need for surgical intervention is assessed).
11. Discussion concerning fluid and dietary intake, sleep patterns, and personal stress levels will be implemented.
12. The following will also be discussed; time of last dose, frequency and reason for use, possible effects of over use of non-prescription analgesic medication (e.g. liver damage).
13. A record will be made in student’s/client’s health file if any medication is administered at school and details of the health consultation will be recorded.

RELATED DOCUMENTS

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| NZ Legislation | Privacy Act (1993) |
| | Medicines Act (1981) |
| Health Centre Guidelines | Confidentiality |
| Other related documents | “Request to Administer Medication” form |

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