

Hauraki Primary School

Policy Document

Alcohol and Drugs

Rationale:

As part of its overall safe school policy, Hauraki School actively seeks to provide an environment that is physically and emotionally safe for all students and staff.

Purpose:

- To ensure the safe use of medicines at school.
- To encourage adults to drink responsibly at school related functions.
- To deal appropriately with any illegal drug information that may come to light.

Guidelines:

Prescribed Drugs

- A consent form must be completed and held on file in the school office (see attached) before the school will administer prescribed medication on a regular basis and/or for those identified with a medical condition.
- The exact dosage required must be provided by the parent/caregiver.
- The Principal may delegate the administering of medication to another person(s), as set out in the consent form.
- The delegated person(s) will endeavour to administer the medication as requested by the parents/guardians.
- Staff will administer prescription medication on a volunteer basis only.
- Medication must be kept in a safe place.
- Panadol/Paracetamol will only be given with parent permission.

Alcohol

- Consumption of alcohol by adults and staff at school functions is permissible, but all should be aware of the role models they present to children. On such occasions, non-alcoholic drinks and food must also be available, and responsibility and restraint in the use of alcohol is to be encouraged.
- Alcohol on site should be stored in a secure place.
- Any employees under the influence of alcohol during school hours may have committed serious misconduct and be liable to instant dismissal, as set out in the Staff Discipline policy.

Illegal/Prohibited Drugs

- Illegal/prohibited drugs are banned from the school grounds on all occasions.
- If there is any person or persons with illegal/prohibited drugs on the school premises, the police will be informed immediately.
- Any employees under the influence of illegal/prohibited drugs during school hours may have committed serious misconduct and be liable to instant dismissal, as set out in the Staff Discipline policy.

- Adults and/or children identified as having a drug or alcohol related problem should be referred to an appropriate agency for assistance.

Signed: gabew

Date: 5/12/22

Presiding Member of the Board

Review Date: Term 4 2025

Related policies:

- Community Use of School Facilities
- Privacy
- Staff Discipline
- Suspension, Stand-down, Exclusion and Expulsion

Consent Form

PARENT / CAREGIVER REQUEST FOR HAURAKI SCHOOL TO ADMINISTER MEDICATION

Request

I/We request that: (Child's Name) _____ of

(address) _____ be given
medication and accept:

- That the school does not have a trained medical officer to administer medications.
- Responsibility for the decision to give this medication to my/our child, and acknowledge the school is in no way responsible for that decision.
- That the school cannot guarantee that the medication will be given at a precise time or by the same person (although every endeavour will be made to do so).
- Responsibility to notify the school about any changes to the dose or the frequency at which the medication is administered (in which event I/we will fill out a new request form.)

Details

Name of Medication: _____

Dosage and time to be given at school: _____

Date when medication is to finish: _____

Special storage requirements, ie in fridge etc. _____

Any side effects of medication: _____

Name and phone number of GP or Specialist: _____

Parent / Caregiver phone number during school hours: _____

Emergency contact number: _____

Signature

Signed: _____ Date: _____

Relationship to child: _____

Acceptance

I/We agree to administer the medication in accordance with the above instructions.

_____ or if he /she is unavailable _____
(Name) (Name)

Signed _____ Date: _____
(School Representative)