

Administration of Medication Policy

Rationale

It is necessary to have a protocol to ensure that medications are administered correctly in all possible situations. Security and quality of this service are of paramount importance to avoid possible errors.

Aims

To ensure the safe and appropriate administration of medication to pupils with medical needs within the school

Procedures

With motive of the welfare of students, ensuring collective health and preventing contagion, parents are advised that students suffering with a fever, gastroenteritis, conjunctivitis or other infectious diseases, should not attend school. Students, furthermore, should not attend school if they have head lice. In the case that head lice is detected, a student has a fever, or it is suspected that a student is suffering from an infectious disease, parents will be called to collect their son/ daughter.

Administration of medicines at school should be avoided where possible.

The school will not take responsibility for the consumption of medication that is not administered by staff.

Administration of Medicines by Staff

If, exceptionally, the school has to administer medication, the following procedures must be followed:

- I. A copy of the prescription from the doctor should be provided complete with the student's name, dosage required, frequency of dose and start/end dates of the course. Further to this, justification should be made as to the impossibility of administering the medicine at home (e.g. the frequency of dose is every 8 hours, first at 8:45 and then at 16:45 and it should be administered at the school).
- II. The school must receive authorisation in writing, from the parent or legal guardian, to administer the medicine.
- III. The medication must be provided in its original packaging with full name of student, prescription with frequency of dose and period of treatment, all in a bag labelled with full name and year group.
- IV. All medication is delivered and kept in a central location in the school office.

Procedures in Case of Illness

Common disease

If a student is vomiting or has diarrhoea, fever, flu-like symptoms, signs of conjunctivitis, ear infection or abdominal pain, an initial assessment will be made. If necessary, especially if a contagious disease is suspected, parents will be notified to pick up the student. In the case of headaches or menstrual discomfort, authorisation must first be gained before any medication is administered; parents will be asked to collect the student from school if necessary.

Chronic Disease

Parents of any student suffering a condition requiring treatment during school hours, such as diabetes, asthma, epilepsy, severe allergies, seizures, etc. should organise an appointment with the Head Teacher and deliver a medical report before enrolment at the school or on identification of the condition. A special form (model 2 or 3) should be completed and submitted to the school. In such cases the parental consent will be to administer the required drug(s) such as insulin (without injection). The school will keep a central record containing all the medical reports and completed school forms (models 2 and 3).

PARENT/TUTOR - AUTHORIZATION FOR SPECIFIC CASES OR TEMPERATURE IF PARENT/TUTORS CAN'T BE CONTACTED

Mr. Mrs.

Father/mother of.

Authorize the responsible from THE BRITISH COLLEGE OF GAVÀ to administer the following medications:

Paracetamol

or Ibuprofen

Signed

Date: / /