

Administration of Medicine Policy Coláiste Íde

Statement

This policy is in place to inform parents, students and Coláiste Íde staff in relation to the handling and administration of medicine in Coláiste Íde.

A student may take ill which may necessitate medical treatment from a Doctor/Hospital or may need to be brought for medical treatment as a result of a sudden accident/illness, necessitating medical treatment from a Doctor/Hospital or may need over the counter medicine. The following types of medicine are the most commonly administered.

1. Doctor's Prescriptions – medicine prescribed by a registered doctor to be administered only to the student named on the prescription.
2. Emergency Medicine – life saving emergency medicine, asthma inhaler, EPI Pen etc.
3. Over the counter medicine - medicine which can be purchased without prescription from a pharmacy or shop/supermarket, adhering to the dosage guidelines for that medicine. These include Paracetamol, Ibuprofen, cough bottles etc.

The obligation and responsibility of accurately completing the *"Medical Consent"* form on a yearly basis rests with the parent/guardian, as does signing it and submitting it on time to Coláiste Íde. A signed electronic copy in PDF format is also acceptable. It is imperative for parents/guardians to provide accurate information on this form as Coláiste Íde relies entirely on this information in ensuring a student's health, safety and well being. The parent/guardian agrees that Coláiste Íde management/staff will administer medicine in accordance with this policy in order to ensure a pupil's health and safety.

1. Medicine will be administered, in accordance with doctor/hospital instruction, in the Nurses' Room or in the Supervisors' Office.
2. The *"Medical Consent"* book will be referenced to confirm that it is permissible to administer the medicine to the student.
3. Medicine will be administered in accordance with the instructions pertaining to that medicine or in accordance with a doctor's instructions.
4. A record of the administration will be kept.
5. The School Nurse, supervisors, parents/guardians, doctor, hospital will have access to this record if required in order to appropriately care for a student.

The Nurse administers treatment in the Nurses' Room. Coláiste Íde management and supervisors are permitted to administer medicine in accordance with the *"Medical Consent"* form and in accordance with a doctor's instructions. The student and Coláiste Íde management/supervision staff both sign the medical form confirming; administration of medicine, reason for administration, date and time and medicine administered.

Administration and handling of medicine;

1. Parents are obliged to ensure that students are not in possession of medicine, all medicine and information relating to all medicine must be handed in to the office. Instructions regarding the administration of a particular medicine will be noted and it will be confirmed that the particular medicine is specified on the medical consent form.
2. All medicine must be supplied in its original bottle/box/container with the pharmacy's dosage instructions label attached. Prescribed medicine must clearly state on the label; name of student, type of medicine, method and frequency of administration or date. Administration of prescribed medicine is not permitted when this information is not available.
3. Coláiste Íde must be informed in writing immediately if there is any change of prescription or medicine.
4. In the interests of student health, safety and well being students are not permitted to share medicine with other students.
5. Upon written consent from the parent/guardian prescribed medicine or emergency medicine will be given to a student returning home in the interests of continuation of administration.
6. Any unused medicine will be handed back to the parent/guardian at the end of term.
7. In accordance with the provisions of the Misuse of Drugs Act, any controlled drug must be kept in a locked, fixed receptacle.