

Protocol for Administering Medication in Boarding Houses

All Boarding Houses have a locked medication cupboard with a record book to record the pupil's name, date, time, amount and the reason all medication is given to pupils. The record book must be signed by the member of staff administering the medication.

The cupboard should contain:

Paracetamol tablets / soluble: 1-2 tablets (500mg-1g) administer at 6 hourly intervals, max 8 in 24 hours. Liaise with School Nurse after administration, in school hours, and if more than one dose is required, for same complaint.

Strepsils / Throat Lozenges: As required. Max dose 8 tabs daily.

Simple Linctus: Max dose 10mls.

Gaviscon / Indigestion Liquid: Max dose 10mls.

Wasp-Eze Spray: for stings / bites, Max use 3 days. If problems persist – refer to Medical Centre.

Olbas Oil: for inhalation. Max use 3 days.

Any other / prescribed medications for administration other than the above, after an appropriate risk assessment has been completed may also be kept in the cupboard.

Prescribed medicines must never be used for other pupils and labels must never be changed.

Please Note:

The School Nurse must be made aware of ALL Medication given out by staff in the House, even if it is not on the above list.

Pupils are not allowed to have any medication in the school without the knowledge of the School Nurse.

Consent:

All parents of pupils should have given consent for their child to receive the above medication from Housemasters /Housemistress, House Tutors and Matrons as well as the School Nurse. The above protocol has been agreed by the School Medical Officer Dr. P. Sweeney

Signed.....Date.....

Reviewed 25th January 2008
PS/PD