



**ABCIS Policy for administering medication to children while at school  
or on school events**  
**Reaffirmed August 2017**

No student is allowed to carry or have in their possession drugs or medication of any form while on campus or while taking part in any school event. The exception to this is the case of inhalers used by asthmatics; students are allowed self-medicate with these as needs be.

Any medications found in the possession of students must be confiscated and immediately handed to the school nurse.

**The school's procedures for the administration of prescribed medicine:**

If a parent/guardian wishes for their child to be administered medicine of any form during school hours (prescribed or non-prescribed) they must provide written and clearly signed authority to the School Nurse at the relevant campus. Only the official Medical Authorisation Form (available on the school website [www.theabcis.com](http://www.theabcis.com) and from the administrative offices in English, Vietnamese and Korean) is acceptable as authority. Only the nurse can administer the prescribed medication so it needs to be handed directly to her along with this written authority. The original copy of this form needs to be added to the student's file on the same day.

Email, fax or text communications may be accepted through the office manager (only) as a temporary (i.e. 24 hours) form of permission on a case by case basis if technological difficulties are encountered by parents in trying to complete this specific form. In such a situation a form of signature must be received from a parent by text or email and a clear statement from the parent/guardian confirming that the signature and instructions are theirs. Medical instructions in these forms must contain the same information as that of the Medical Authorisation Form. Instructions must be in written form, they can never be accepted verbally (this is to protect staff). They can similarly only be written by a parent or guardian. The nurse will keep careful records of all medication received and administered.

Precise instructions concerning the timing(s) and exact dosage of the prescribed medication must be communicated in this written communication. It is preferable to submit medicine that is clearly labeled by a pharmacist. The safe and secure storage of any medication is the responsibility of the school nurse but the replacement of medication is the responsibility of the parent/guardian of the student.

Students on prescribed medication which needs to be taken several or more times a day should, if at all possible, take this at home i.e. in the morning before coming to school, on reaching home after school and before bedtime. If the student requires medication due to a temporary illness, they should ideally not attend school until they have recovered.

For school trips of any kind written instructions and permission to administer must be received from the parent/guardian by the Trip Leader and it is the responsibility of the Trip leader to follow correct procedures and document the taking of any prescribed or non-prescribed drugs in line with school policy.