



Mulbuie Primary School

Policy on Administration of Medicines in School/Medical Care

Jan 2016

The local authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

Our school aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parent's cultural and religious views will always be respected.

In trying to fulfil this aim it is accepted that some pupils have special health needs which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor's instructions a pupil may need to take prescribed medication for a stated length of time.

In following the procedures set out below the school staff will take full account of the Highland Council policy on 'Administration of Medicines in School ' and the Scottish Executive's 'The Administration of medicines in schools'.

- The Head Teacher accepts responsibility, in principle, for school staff giving or supervising pupils taking prescribed medication during the school day
- A pupil may only take medication if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a pupil.
- Pupils will take the medication only when supervised by an adult (unless parents have given written permission for self-administration)
- Whenever a pupil takes medication it will be entered in the "Administration of Medication" Record Book which is kept in the School Office. Pupils who require long term medication will have their administration recorded in a separate section
- All medicines are kept in a locked cupboard within the School Office
- The school health team nurse or doctor and other agencies will support us in drawing up individual health care plans for pupils with specific health care needs
- The school will also liaise with parents on specific issues and seek parents' agreement before passing on information about their child's health to other school staff
- Staff will discuss the medical needs of pupils in the first instance with the Head Teacher
- Pupils' health needs will be recorded on information sheets issued to staff at the beginning of each term and will be updated when necessary
- The Head Teacher will seek the advice of the Community Paediatric Service regarding infectious diseases
- All medication will be stored securely in the medical room. Arrangements are made so as to ensure that it is readily accessible at all times of the school day. Inhalers are to be named and kept in Medical Cupboard unless parent advises the school otherwise.

- Parents will deliver the medication to schools but where this is not possible the parents should inform the school that the pupil will hand in the medication to the Clerical Assistant upon arrival at the school.
- Where a pupil has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant classroom assistant/auxiliary and playground supervisor will be informed. For those pupils, a written set of procedures (protocol) will be drawn up following discussions with parents and Doctor.
- The school doctor/nurse will train volunteer staff in dealing with specific conditions e.g. in administering adrenalin, testing blood sugar levels etc.
- In an emergency situation the emergency services must be contacted immediately. The Secretary/Janitor will ensure that the emergency vehicle has ready access to the school. We have guidance on how to deal with emergency incidents posted in the school.
- If a pupil refuses to take advised medication, parents will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.
- Staff will **only** administer non-prescriptive medication when there are clear written guidance from the parents on:
 - The symptoms the pupil will show if required to take the medication
 - The name of the medicine
 - The quantity of the medicine
 - The time of its administration
 - Any side-effects that may result from administration

Staff will not administer adhoc medication for minor complaints – these should be dealt with at home.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close co-operation with parents, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Parental/Guardian Responsibilities

- Parents and any others who have legal responsibility for the care of children will keep pupils at home when they are acutely unwell.
- Parents/guardians will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.
- Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.

- Any medication to be administered in school will be clearly marked with the pupil's name, will be brought to school by the parent/guardian and will be delivered to the Clerical Assistant together with a completed consent form.
- It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.
- It is the responsibility of the parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.
- Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self-administration routine.
- Parents/Guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

The Local Authority Responsibilities

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with Health Professionals. Health Authorities have a duty to facilitate and support training and the local authority/school should be satisfied that training is adequate and appropriate.

Confidentiality

The School Staff will treat medical information confidentially.

Training of Staff

Staff are trained according to the specific needs of pupils attending the school. Four members of Staff have First Aid Training. Any other Staff members request for training will be considered by the Head Teacher under Continuing Professional Development. Trained staff are J Mellis, D MacBeth, F Bain and D Rooks. The Head Teacher is also trained.

Administration Responsibilities

Our Clerical Assistant and Pupil Support Assistants have a responsibility for the administration of medicines and if they are not available, the Head Teacher will fill that role.

Dealing with minor injuries

The above staff will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster or cream may be applied to aid the healing process. Parents should inform the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered.

Recording of minor incidents

A record is kept if a pupil has had any first aid including cleaning or a plaster.

A note is sent home if pupils get a bump to the head.

Parents are contacted if pupils are required to be taken home.

Monitoring and Review of policy

We will monitor our procedures in light of any incidents or revised guidelines from the authority. These will also be audited through review of our Health and Safety procedures.

APPENDIX 3

Parental Permission for Administration of Medication

REQUEST FOR EARLY LEARNING AND CHILDCARE SERVICES TO ADMINISTER MEDICATION

Form for parents/carers to complete if they wish the early learning and/or childcare service to administer medicine

SERVICE		NAME OF MANAGER	
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The service will not give your child medicine unless you complete and sign this form, and service staff agree to administer the medication.

Details of Pupil

Surname		Forename(s)	
Address:			
Date of Birth		Gender	Class
Condition or Illness			

Medication: Parents must ensure that medication supplied is in date and is properly labelled with a Pharmacy or Dispensed label which states:

- Child's Name*
- Name of Medication*
- Dose & Frequency*
- Dispensing & Expiry Date*

Name/type of medication	
How long will your child take this medication?	
Quantity/Dose:	
Date of First Dose	Please note first dose MUST have been given my parent/carer unless agreed by medical practitioner for emergency medication such as an 'epipen'
Full directions	<p>Note dosage and method e.g. Oral, Injection, Inhaler or other.</p> <p>Timing when medicine should be given:</p> <p>Special precautions:</p> <p>Side effects:</p> <p>N.B. "As directed" is not acceptable.</p>

Child Self-administration	Yes		No	
Please complete Child Self-Administration form Appendix 5 if you want your child to self-administer. Agreement must be made with the service about storage of any self-administered medication.				

PROCEDURES TO FOLLOW IN AN EMERGENCY

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Contact 1

Name	
Emergency phone no(s)	
Relationship to pupil	

Contact 2

Name	
Emergency phone no(s)	
Relationship to pupil	

I understand that I must deliver the medicine personally (to agreed member of staff).

I undertake to inform the agreed member of staff immediately of any changes in the medication and provide an appropriately labelled supply.

Please Note: Verbal information will not be acted upon.

Medicines will be replaced/replenished by me as required and I understand and agree that the service is not responsible for ensuring supply of the medication.

Signature(s)		Date	
Relationship to pupil			

APPENDIX 5

Parental Permission for Child to Self-Medicate

PERMISSION FOR CHILD TO CARRY HIS/HER PRESCRIBED MEDICATION

Form for parents to complete if they wish their child to carry and administer his/her own prescribed medication

This form must be completed by parents/guardians

Service		Class	
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Childs name		Date of birth	
Address			
Condition or illness			
Name of prescribed medication & detail of administration	Medication: Dose: Times/Frequency: Method of administration (e.g. inhaler):		
Details of storage of medication			
Procedures to be followed in an emergency			

Emergency Contact Information

Name:	
Emergency phone no	
Relationship to pupil	

I would like the above named pupil to keep his/her prescribed medication on him/her for use and for him/her to self-administer as described above.

Signed		Date	
Relationship to pupil			