



Administration of Medicines

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

The School aims to meet the needs of, and provide equal opportunities for, all the pupils. In trying to fulfil this aim it is accepted that some children may require to take medication in order that they can continue to attend school.

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'.

- A child may only take medication (including non-prescription) if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a child.
- No child will take any form of medication in school without the written permission of the parent/guardian.
- Pupils will take the medication only when supervised by an adult.
- Whenever a child takes medication it will be entered in the "Administration of Medication" File which is kept on the shelf above the printer in the school office. Pupils who require long term medication have an individual record sheet.
- Staff will discuss the medical needs of pupils in the first instance with the headteacher. It is also likely that it will be necessary to liaise with the school nurse, school doctor and the parents on specific issues.
- All medication will be stored securely & safely out of reach of pupils. Arrangements are made so as to ensure that it is readily accessible at all times of the school day. All inhalers are to be named and kept in medical cabinet unless parent advises the school otherwise. Spare inhalers can be kept in the medicine cabinet if parents wish.
- Parents will deliver the medication to schools but where this is not possible the pupil will hand in the medication to the class teacher upon arrival at the school. Where possible the pupil will only carry the amount for one day.
- Where a child 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 children a written set of procedures (protocol) will be drawn up following discussions with parents and School Doctor. This will be held in the pupil's PPR.

- In an emergency situation the emergency services must be contacted immediately. The Head Teacher will ensure that the emergency vehicle has ready access to the school.
- If a child 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.

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.

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. Close co-operation between schools, parents, health professionals and other agencies will help 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 children 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 class teacher 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.

Parental permission is required should a plaster be applied to an injury.

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 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 who volunteer 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

One member of Staff is the First Aider with almost all staff being trained in 'Heart Start' and basic first aid.

Administration Responsibilities

Whoever is most comfortable administering and also most practical.

Monitoring and Review

We will monitor our procedures in light of any incidents or revised guidelines from the authority.

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