Whitecross Primary School & Nursery Class

Administration of Medicines Policy

Updated October 2022

This information had been taken from Falkirk Council Guidelines for the Administration of Medicines in Schools, which was written in collaboration with Forth Valley Health Board.

Pupils with Health Care Needs

Most pupils will at some time have a medical condition which may affect their participation in some activities. For many this will be short term, perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without support, could limit access to education. Most are able to attend regularly and, with some support from the school, participate in most activities. However, staff may need to take extra care in supervising some activities to make sure that pupils with health care needs, and other pupils, are not put at risk.

An Individualised Health care Plan (IHCP) is sometimes drawn up to help the school identify the safety measures needed to support the child. Generally this is only required for children with medical needs who would be unable to attend school without help with medication or medical assistance. A Med 13 Form provides guidance in the completion of an IHCP. A Med 5 Form should be completed and stored with any medication. For severe epiliepsy and Med 6 Form should be completed.

Parents/carers have prime responsibility for their child's health and should provide the school with all the information required regarding any medical needs their child may have.

The school works closely with the school nursing service, who can provide general advice to schools and parents/carers if required. There is also a referral service to the school nurse if support is required for individual pupils.

Administration of Medicines

There is no legal duty for school staff to administer medication and this is done on a voluntary basis. If a volunteer is not available the school will contact the parent/carer to agree alternative arrangements. Any staff who volunteer to administer medication require the support of the Head Teacher and parents/carers. They will receive access to appropriate information and training. Falkirk Council's public and employer's liability insurance policies extend to provide indemnity to employees in respect of administering drugs, medicines or procedures prescribed by a medical practitioner and following these guidelines.

Medications should be in the original container and have the original label. They should show:

- The child's name
- The name of the drug
- The dispensary date
- The expiry date
- Dosage and frequency

- Normal time of administration
- Any precaution required regarding storage

The school is unable to administer non-prescribed or 'over the counter' drugs or medications. Medication or procedures will not be administered until appropriate training has been undertaken by the staff member.

For the school to administer medication a Med 1 Form and Med 2 Form should be completed. The school will not administer any medication under oral instruction. A Med 3 Form should be completed each time any medication is administered.

ADHD - a Med 8 Form and Med 9 Form should be completed and stored with the medication.

Asthma - 'Information on Pupil's Asthma' should be completed by the parent/carer.

In the event of a parent/carer administering medication the school will support this at an agreed time.

Records of administration of medication are kept for a period of 5 years following the final attendance of the pupil at the school.

General

Any staff member with the child in their care should be aware of a child's medical needs. The school requires the agreement of the parent/carer before sharing information with staff. In the event of permission being unreasonably withheld staff should have training on the procedures to follow in an emergency situation.

Where there are concerns about whether a child's needs can be met, or where the expectations of the parent/carer are deemed unreasonable, advice will be sought from the School Health Service.

Medications will be stored in a locked medicine cabinet or the fridge. If medications are no longer required or have expired these will be returned to the parent/carer.

It is the parent's responsibility to ensure their child is well enough to attend school.

Any medical information is treated as confidential.