



This policy covers medication administration on school grounds and on trips.

### Specific Responsibilities

#### School

- The Headmaster will make sure that all parents are aware of the school's policy and procedures for dealing with health care needs.
- The Headmaster is responsible for making sure that medicines are stored safely.

#### School Staff

- School staff must formally volunteer to supervise the giving of medicine by informing the Assistant Head (Pupil Welfare) or Head of Junior School
- School staff should not give non-prescribed medication to pupils under any circumstances. Parental consent is required and relevant staff can supervise pupils taking non-prescription medication.
- School staff should not dispose of medicines.

#### Parents

- Parents should provide the Assistant Head (Pupil Welfare) or Head of Junior School with sufficient information about their child's care needs and treatment.
- Parents are responsible for supplying information about medicines that their child needs to take to school and for letting the school know of any changes to the prescription or support needed e.g.
  - Name of medication
  - Dose
  - Method of administration
  - Time and frequency of administration
  - Other Treatment

#### NHS & School Partnership

- For pupils with specific health needs individual health plans will be drawn up prior to starting school or nursery, prepared by the named School Nurse/Doctor.
- The named School Nurse/Doctor will process each referral and draft a plan which meets the needs of the child, including those who join the school roll mid-term.
- NHS health professionals will provide basic awareness training for education staff and specific training for those volunteering to administer regular or emergency medication.
- It will be the responsibility of the school to make appropriate arrangements in partnership with relevant agencies to meet the needs of individual cases.

### Level 1

Children who do not require a health care plan but staff may require advice and training. These children require minimal support in administration of medicine in school. They may be self-medicating e.g. asthmatics based on the recommendations of their named paediatric consultant/GP.

- Self-medicating children should have Self Medication Form (Appendix 1) completed by their parents/guardians.
- Medication should only be taken to school when absolutely essential and with the agreement of the Assistant Head (Pupil Welfare) or Head of Junior School.

- Medication can be prescribed in dose frequencies, which enable it to be taken outside school hours. Parents should be encouraged to ask their General Practitioner or Dentist about this.

## Level 2

- Children who require a health care plan. These are children who require additional support from parent/ guardian or volunteer within the school for the administration of medicine long term. The Assistant Head (Pupil Welfare) and the named School Nurse/Doctor will provide advice and training as identified within the plan.

## Level 3

- Children identified within their health plan as requiring emergency administration of medicine in school for complex health needs. These children will be supported by parent/guardian, school volunteer, emergency services or where the health care needs require continued health intervention, and then a detailed assessment for a package of care will be undertaken. This assessment will be co-ordinated by the named School Nurse/Doctor.

## Health Care Plan

Detailed plans are required for those with long term needs. Those who will need to contribute to the health care plan are:

- the School Nurse, the child's GP or other health care professionals (depending on the level of support the child needs)
- the Assistant Head (Pupil Welfare)
- the parent or guardian
- the child (if sufficiently mature and capable of understanding)
- class teacher/year head teacher
- care assistant or support staff (if applicable)
- school staff who have agreed to administer medication or be trained in emergency procedures

Others who may be able to offer a contribution are:

- social worker
- voluntary organisations specialising in a particular medical condition

## Administering Medication

Scottish Government guidance clearly states that schools should not buy their own supply of over-the-counter remedies – such as Ibuprofen or Paracetamol - and that any medication required should come from home. Additionally, this does not allow for a stock supply to be given to staff taking pupils on residential trips. School staff will not give non-prescribed medication to pupils. If a pupil suffers regularly from acute pain, such as migraine, parents should authorise and supply appropriate painkillers in the original container labelled with their child's name with written instructions about when their child should take the medication. A member of staff will supervise the pupil taking the medication. Non-Prescription Medication Form (Appendix 2) should be completed on these occasions.

## Specific Health Conditions

At any one time in school, we have a number of pupils who have allergies which can result in anaphylaxis and the need to use an EpiPen.

## Anaphylaxis requiring the use of EPIPEN

An "EpiPen" is an easy to use, pre-filled syringe containing adrenaline that is administered by intramuscular

injection, and is prescribed to people who have had severe allergic/anaphylactic reactions. Such reactions can be fatal if not treated immediately. Common allergens causing these symptoms are nuts, eggs, rubber, kiwi and strawberries.

### Symptoms Requiring Administration of Epipen

Epipen should be administered immediately if any of the following arises:-

1. Collapse, clammy, fainting, difficulty finding pulse.
2. Wheezing, difficulty breathing, difficulty speaking due to breathing difficulties.
3. Swelling of the face and upper body that could result in an obstruction of the airways.

NB There is often but not always a history of the child having ingested/been in contact with the allergen.

Emergency Action if any of the above symptoms arise:

1. Check airway is clear
2. Send messenger to get Epipen – never leave child alone
3. Administer Epipen immediately
4. Simultaneously send messenger firstly to dial 999 for ambulance (state urgent) and secondly to contact the child's parents.
5. Wait with the child until the ambulance arrives (If collapsed he/she should be in the recovery position; if breathing difficulties he/she should be sitting upright in an area with good ventilation.)
6. Record administration of Epipen (date and time) and send used Epipen with ambulance for information and disposal.

A second dose of Epipen can be administered after an interval of 5 minutes if there has been no improvement in his/her condition and help has not yet arrived i.e. ambulance

### Guidelines for use of Epipen in School

- Epipen should be administered by a trained member of staff.
- Enough staff should be trained and willing to administer Epipen to ensure someone is available at all times including school trips.
- Staff should receive regular updating on administration of Epipen.
- Epipen should be kept in a well-marked box with the child's name and staff should be clear of its locality.

### Parents' Responsibilities

1. It is the parents responsibility to ensure all Epipens kept at school are the correct dosage and within their expiry dates.
2. The parents must inform the school and school doctor of any relevant changes in their child's recommended use of Epipen.

### Safe Management

It is good practice to allow pupils to manage their own medication from a relatively early age and the school will encourage this. If pupils can take their medicine themselves, staff need only supervise. Self-Medication Form (Appendix 1) should be completed on these occasions. In allowing children to retain medication an assessment needs to be made of the potential risks to others.

### Refusing Medication

If a pupil refuses to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services for an ambulance.

## Record Keeping

The school will keep a log book of all administration of medicines to pupils and a note of staff involved. (Appendix 3)

## Storing Medicines

Parents will be asked to supply weekly supplies of the doses to be taken at school in their original container with the name of the pupil, the name of the drug, the dosage frequency and expiry date. The Headmaster is responsible for making sure that medicines are stored safely. Pupils should know where their own medication is stored and who holds the key. Some medicines must be readily available to pupils and must not be locked away. Schools should allow pupils to carry their own inhalers. Other medicines should generally be kept in a secure place not accessible to pupils.

## Disposal of Medicines

School staff should not dispose of medicines. Date expired medicines or those no longer required for treatment should be returned to the parent/carer for transfer to a community pharmacist for safe disposal.

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

N. O'Connell, March 2018



**Appendix 1 - Parental Consent Form (Non-Prescription Self-Medication)**

The School will not supervise your child taking non-prescribed medication, such as Calpol or Paracetamol, unless you complete and sign this form, and supply the medication in the original container, clearly labelled with your child's name.

**Details of Pupil**

Surname

First & Middle Name(s)

Please underline name normally used or add within parenthesis any other name by which your child is generally known.

Address & Postcode

Date of Birth

Class/Year

**Medication**

Name/Type of Medication (as described on the container)

Dosage

Full Directions For Use

Timings

NB Parents must ensure that in-date properly labelled medication is supplied.

**Contact Details**

Name

Daytime Telephone Number



Relationship To Pupil

Address & Postcode

**Declaration**

I understand that I must deliver the medication personally to the School Office and accept that this is a service which the School is not obliged to undertake.

Signature

Date

Relationship To Pupil



**Appendix 2 - Parental Consent Form (Prescription Medication)**

The School will not give your child prescribed medication unless you complete and sign this form, and supply the medication in the original container, clearly labelled with your child's name.

**Details of Pupil**

Surname

First & Middle Name(s)

Please underline name normally used or add within parenthesis any other name by which your child is generally known.

Address & Postcode

Date of Birth

Class/Year

Condition or Illness

**Medication**

Name/Type of Medication (as described on the container)

For How Long Will Your Child Take This Medication?

Full Directions For Use

Date Dispensed

Dosage

Timing

NB Parents must ensure that in-date properly labelled medication is supplied.



**Declaration**

I understand that I must deliver the medication personally to the School Office and accept that this is a service which the School is not obliged to undertake.

Signature

Date

Relationship To Pupil



