



**ORKNEY**  
ISLANDS COUNCIL

DEPARTMENT OF EDUCATION  
AND RECREATION SERVICES

# ADMINISTRATION OF MEDICINES POLICY



Glaitness School

Version 2 January 2007

## Appendices

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2. School-Parent Agreement Form.
3. Infection Control Guidelines.

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## Rationale

Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

## Aim

To work in partnership with parents, pupils and fellow professionals to ensure that children who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to make progress at school and further their education.

All employees of Orkney Islands Council Department of Education and Recreation Services who follow this policy and that of the school, and administer medicines, or act in an emergency are fully covered by the Council's public liability, should a parent or child complain.

## Roles and Responsibilities

### Parents and Guardians

Parents, as defined in the Education (Scotland) Act, 1980, are a child's main carers. They are responsible for ensuring their child attends school unless unwell.

Schools and parents should work together to ensure that all relevant information with regard to a medical condition that may affect a pupil at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual pupil and/or his peers at school. The confidentiality of a child's medical records will be respected.

- I. All parents will be informed of school policy and procedures for addressing the medical needs of children. This information should be included in the school handbook.
- II.
  - a) Parents should provide the headteacher with adequate information about their child's medical condition, treatment, or any special care needed at school. They should, in partnership with the headteacher, reach a signed agreement on the school's role in helping to address their child's medical needs.
  - b) In some instances the school may seek additional specialist advice from relevant health care professionals.
- III. The cultural and religious views of families should always be respected.
- IV. Parents will be asked for the following information about medication:
  - name of medicine
  - dose
  - method of administration
  - time and frequency of administration
  - other treatment which may involve school staff or affect the child's performance during the school day
  - side effects which may have a bearing on the child's behaviour or performance at school
- V. Parents should advise the school of any changes in the medication administered to their child at the earliest opportunity.

*The school's parent handbook can provide information on the above. For example, "Whenever parental consent is required the school will issue the appropriate form. This will include consent for trips & excursions, administering medicines, using pupils' images"*

## The Education Authority

- I. The Education Authority is responsible for delivering appropriate training to enable staff to support pupils with medical needs which involve the administration of medication. This will be arranged in partnership with the school and NHS Orkney. The content of training will include all health and safety measures required as a result of a health and safety risk assessment.
- II. Where medication is required which involves possible hazard to the administering member of staff or to other pupils, schools should request a separate risk assessment e.g. use of a hypodermic syringe, administering rectal diazepam in the case of a severe epileptic seizure.
- III. The Education Authority will offer advice and guidance to schools on the necessary policy and procedures to ensure the safety of pupils when medication is taken or administered during school time.  
In the first instance schools should contact:  
  
Service Improvement Officer (Pupil Support)  
Department of Education and Recreation Services  
Council offices  
School Place  
Kirkwall  
KW15 1NY  
Tel: 873535  
Fax: 870302
- IV. The Education Authority will regularly update its own policy and the guidance contained within it in line with local and national developments and the relevant legislation.

## Schools

In common with good practice, schools should aim to work in partnership with parents and (as appropriate) pupils to meet the needs of pupils who require medication during the school day. The following guidance aims to ensure a smooth-running partnership which minimises the impact of medical requirements on the day-to-day school life of pupils. Parents are encouraged to contact the headteacher if they feel that procedures require adjustment or alteration to suit their specific case.

Staff who provide support for pupils with medical needs which may include the administration of medication will be given support by the headteacher, access to necessary information, and receive appropriate training.

***There is no legal duty that requires school staff to administer medication, this is a voluntary role***

- I. It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:
  - independent management of needs (with individualised care plan if appropriate)
  - supervised administration of medication
  - staff administration of medication
  - § record keeping
  
- II. The headteacher and staff are responsible for implementing Council policy and for developing any further necessary procedures. Staff will assist pupils with their medical needs after consultation with the headteacher. Agreements for administering medication will normally fall to the headteacher after adequate consultation with parents and pupils. **No staff member should enter into individual agreements with parent or child.**
  
- III. The school should liaise with the Authority to ensure that training is delivered according to guidelines, when appropriate.
  
- IV. Information about an individual pupil's medical condition and related needs will only be disseminated to those staff who require to know in order to ensure the pupil's wellbeing. Information can only be passed on with the consent of parents.

- V. Where there is concern about whether the school can meet either a pupil's needs or the expectation of parents, the headteacher will seek advice from the Education Department and the relevant health care professional.
- VI. A record card should be completed for each pupil receiving medication. The card should include the following information:
- the medicines required by the pupil,
  - details of dosage and times for administration,
  - the types of medicines being carried,
  - § appropriate risk assessment undertaken
  - the staff involved in administration or supervision of medication, (see appendix one).
- VII. Advice on the storage of medicines should be sought from a qualified pharmacist when required.
- VIII. Medicines may be potentially harmful to anyone for whom they are not prescribed. Schools have a duty to ensure that risks to the health of others are properly controlled.

When the school stores medicines a secure location must be provided.

A few medicines, such as asthma inhalers, must be readily available to pupils and not locked away.

Normally pupils will carry their own inhalers with them. However, a spare inhaler can be kept in case of emergency. Spare inhalers will be clearly labelled with the pupil's name and must not be used for any other pupil.

In ensuring that medicines are accessible only to those for whom they are prescribed, schools should consider, as part of their policy, the implications for pupils carrying their own medication.

- IX. The school should not store large volumes of medication. The headteacher should ask the parent or pupil to bring in the required dose each day. Where this is not possible, clear alternative arrangements should be agreed and recorded.
- X. Medicine must only be brought to school in a suitable container. The container should be clearly labelled with the following information:
- name of the pupil
  - name of the drug
  - dosage
  - frequency of administration.



- XI. Where a pupil needs two or more prescribed medicines, each should be in a separate container.

Medicines should always be kept in their original containers.

- XII. When a medicine requires refrigeration it can be kept in a refrigerator containing food, in an air-tight container. To avoid confusion medicines should be kept on a clearly labelled shelf which is used only for the storage of medication. The container should be clearly labelled as described in 'X' above. If a refrigerator contains medicines, access to it should be carefully monitored. The refrigerator should be situated in an area of the school which is not accessible to pupils. Members of staff who use the refrigerator must be made aware of the importance of keeping the medicine safe and secure.
- XIII. In an emergency pupils should have prompt access to their medicine through a recognised procedure. It is the duty of the headteacher to ensure that all staff are familiar with the emergency procedure.
- XIV. Out of date medicines will be returned to parents for disposal.
- XV. All staff should be familiar with the normal procedures for avoiding infection and will follow the basic hygiene procedures detailed in the Infection Control Guidelines issued in January 1997 (see appendix two).
- XVI. The headteacher will ensure that staff know how to call the Emergency Services.
- XVII. All staff should know who is responsible for carrying out emergency procedures in the event of particular need and who the school first-aider is.
- XVIII. A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent arrives at the hospital. If a pupil is taken to hospital, it is essential that the school makes every effort to inform parents immediately, failing which the emergency contact person will be informed.
- XIX. In an emergency it may be necessary for a member of staff to take a pupil to hospital in his/her own car. The member of staff should be accompanied by another adult. If the member of staff does not have public liability vehicle insurance they will be adequately covered by the Authority's insurance policy in the event of such emergency action.

When a pupil is taken to hospital by a member of staff they should also take with them all medication the pupil is currently taking together with the pupils record card showing what medication has been taken, when it was taken and the dosage.

- XX First Aid boxes should not contain medicines, lotions, pills, sprays etc, which are not standard requirements.

## The School Health Service

- I. The School Health Service is able to provide information on health issues to pupils, parents, teachers and education officials.
- II. Where required, the School Nurses can help schools draw up individual health-care plans for pupils and may be able to supplement information already provided by the parents and the child's GP.
- III. If a school is expected to support a pupil with a medical condition which is potentially life threatening, those who come into contact with the pupil will be appraised of the nature of the condition, and any actions with regard to medical care which may involve them.

The pupil's parents and appropriate health professionals will be asked to provide support and information. All staff members will be informed of the possibility of an emergency arising and the action to take if one occurs.

Where this responsibility falls on one member of staff, back-up cover should be present for when the member of staff responsible is absent or unavailable. At different times of the day, other staff may be responsible for pupils (e.g. playground assistants), and they should also be provided with training and advice.

- IV. If in doubt about any of the procedures, the member of staff should check with the headteacher who may in turn contact the parents or a health care professional before deciding on a course of action.

## Administration of Medicines

If a pupil refuses to take medication the school will record this and inform the child's parents. If the medication is essential to the child's continued wellbeing, the school will call the emergency services and inform the parents.

### STAFF MUST NOT COMPEL A PUPIL TO TAKE MEDICATION

Medication should be taken to school only when it is needed. Often medication can be prescribed in dose-frequencies which enable it to be taken outside school hours. Parents should be consulted about this.

## Non-prescribed Medicines

- I. Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. School staff should generally not give non-prescribed medication to pupils. It may not be known whether the child has had a previous dose, whether the child is allergic to this drug, or whether the medication may react with another medication being taken.

With the prior agreement of parents, the school may administer mild analgesics; e.g. one paracetamol tablet to a child who asks for it, if s/he suffers pain or a headache at school. The school should ensure that a School-Parent Agreement Form is available to parents (see appendix three).

- II. A child under 12 should never be given aspirin, unless prescribed by a doctor.
- III. No pupil under 16 should be given medication without his/her parent's written consent.

## Prescribed Medicines

- I. Any member of staff giving medicines to a pupil should observe the following procedure in co-operation with a colleague
  - confirm the pupil's name agrees with that on the medication
  - check the written instructions provided by the parents or doctor
  - confirm the prescribed dose
  - check the expiry date
  - complete and sign the record card
- II. Staff must complete and sign the pupil's card each time they give medication to a pupil. The administering staff member should always have the dosage and administration of medication witnessed by a second adult as indicated above.

## Excursions Policy

These procedures should be followed on out of school trips and activities. Overnight stays may require additional record-keeping and arrangements.

### Sample Record Card

Name		DOB	Tel No		G.P.	G.P.s Tel no
			Home: Emergency:			
Medicine	Appearance		Dose	Additional instructions		Staff Member(s) responsible
						1. 2.
Date	Time	Signature		Date	Time	Signature

Details agreed: \_\_\_\_\_ (Parents)

\_\_\_\_\_ (Headteacher)

Date

Dear (Parent)

### Administration of Medicines in School

You have requested that your son / daughter (NAME) be given (MEDICINE) at school. I would be grateful if you could sign the form below and return it to me to allow us to do this.

Yours sincerely

Headteacher

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### Administration of Medicines at School

#### School /Parent Agreement

I request that my son / daughter \_\_\_\_\_ Class \_\_\_\_\_  
be given the medicine(s) detailed below by the school as required.

Medicine: \_\_\_\_\_

Dose: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent) Date \_\_\_\_\_

Agreed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_

## INFECTION CONTROL GUIDELINES

Good practice every time can protect everyone

1. Always keep your cuts and abrasions covered, especially on the hands.
2. Wear protective disposable rubber gloves whenever you are in contact with body-products such as blood, faeces, vomit.
3. If possible, use paper towels to mop up body-products, and use 10% solution of bleach or similar germ-killer.
4. Before removing gloves, bag up and label any soiled clothing, and bag up and dispose of all paper towels, cloths etc.
5. To prevent cross-infection, wash hands thoroughly after and between incidents, as well as after toileting and before handling food.

Remember, you are not in a position to make a risk-assessment. Treat all incidents as a potential infection risk.