



***Aberdeenshire Council
Macduff Primary School***

**Administration of MEDICINE
Policy**

**Aberdeenshire Policy states;
Medicine (Administration of) Management and Control Policy**

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with the Administration of Medicines it will:

- Identify and assess sources of risk
- Prepare a control system for preventing, reducing or controlling the risk
- Implement and manage and monitor precautions
- Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council's control.
- Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

- Identified all the relevant factors
- Instituted the appropriate corrective or preventive actions and
- Is monitoring the effective implementation of the required solutions.

ADMINISTRATION OF MEDICINES

In order to provide support to parents and allow pupils to continue their education without unnecessary interruption, many schools offer to administer medication to young pupils and those with additional needs during the school day.

Although schools are only carrying out parental wishes, it is considered good practice to establish policy and procedures, which identify acceptable arrangements for staff to follow.

While no specific national guidelines exist on this issue, many LEAs consider that the following statement identifies good practice when dealing with the day-to-day needs of most pupils who are recovering from an illnesses.

- “The only medications which should be administered by staff in schools are those prescribed for a pupil on written instruction from a parent or guardian and where the Head considers it appropriate.

- **Commercially available medication, such as painkillers, antiseptics, etc., should not be administered in schools unless prescribed by a doctor.**
- All medicines which the Head has agreed can be administered should be securely stored and access should be restricted”.

Macduff Primary School arrangements;

- (a) School will administer prescription medications only using the written instructions from the packaging containing prescription details and with written permission from parents.
- (b) Unfortunately school is unable to administer any non-prescription medication including commercially available medication, such as painkillers, antiseptics and cough sweets.
- (c) Medication will be administered by either the school administrators, The head teacher, deputies or Mrs McCallum
- (d) All medication should be kept in the office and refrigerated if required. Ongoing or emergency medication such as salbutamol needs to be in the classroom where it can be accessed quickly.
- (e) Any medication requiring specialist training will require training to be held before administration can begin – eg Insulin. Advice will be sought from the school nurse or specialist team.

If emergency or ongoing medication requiring specialist training and staffing is required it is suggested that a case conference is called. This should involve the pupil’s parent or guardian and general practitioner. This conference should discuss any emergency action, which may be required. It should also discuss and agree any staff training needs. It is suggested that the results of these discussions are documented. All parties should sign the document to indicate that they agree with the arrangements, which have been made.

TRAINING

No member of staff should administer any medication unless he or she has received proper training and authorisation.

ML1 Letter requesting administration of medicines.

A copy of the following standard letter should be provided for parents to complete and sign.

The objective of this consent form is to allow details of the medicines to be administered to be listed on a weekly basis

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Dear Head teacher,

_____ in Primary _____ has been diagnosed as suffering from _____. He / She is considered fit for school but requires the following prescription medicine to be administered during school hours;

(Please copy from prescription on the packaging)

(name of medicine)._____

Could you please administer (dosage) _____

at (time)._____

I give my permission for school to administer medication as prescribed.

Contact details:

Parent:/Guardian.....

Telephone number

Signed: (Parent or Guardian).....

Date:.....