

Dunlop Primary School & ECC

Safeguarding: Administration of Medication Policy

Updated 2019

INTRODUCTION

Any child or young person at school or in a centre in Scotland may require healthcare support or the administration of medication. Healthcare support or medication may be required for the management of short term conditions, such as taking prescribed antibiotics for an agreed course. However, in some cases there may be a long term need, for example where a child or young person has a medical condition such as diabetes. Some children and young people have conditions that also require emergency treatment, for example, severe allergic conditions (anaphylaxis) or epilepsy. Although the giving of medication to children and young people is a parent/carer responsibility, school or centre staff may be asked to carry out this task on a voluntary basis and not always as a contractual duty.

The guidance in 'Supporting Children & Young People with Healthcare Needs in Education' (April 2019) should always be adhered to.

ADMINISTERING MEDICATION

A healthcare plan may reveal the need for some school or centre staff to have further information about health care procedures or specific training in administering a particular type of medication. This will be addressed and managed through the child's emergency plan of care.

- Where it is considered that medication will need to be administered at school or centre, medication should always be supplied by the parents in its original packaging, labelled by the hospital or community pharmacist. This will ensure the expiry date and any specific instructions or storage requirements are available. Parents may need to obtain a separate prescription for medication to be taken and held at the school or centre.
- A consent form should be completed and signed by parents and certified by the head of school or centre, in line with authority standards and procedures. The plan of care should be communicated with relevant staff and training provided.
- Staff should not administer medication if they are unclear about the use of medication and if in any doubt, staff should always check with parents or an appropriate healthcare practitioner before taking further action.
- Staff should be made aware of potential effects the medicine may have on the child or young person and relevant training and instruction must be provided to deal with these side effects if they should happen.
- A signed record must be completed each time medication is administered. The child or young person (if deemed appropriate) can sign that they have taken their medication and the member of staff assisting can countersign as a witness. Where the child or young person is deemed not to have capacity (knowledge and understanding) regarding administration of their medication, another member of staff should provide a witnessing signature.
- Schools or centres (including early childhood centres) should not purchase non-prescribed medication, for example a painkiller (analgesic) or antihistamine, unless using those powers permitted under the provisions of the Human Medicines Regulations.

- If a child or young person suffers regularly from acute pain or symptoms, such as a headache, period pain or hay fever, parents should ensure that medication is given before and after school. However, if parents or carers require the school to assist in administering medication during the day, for example a lunch time dose of antibiotic, the school along with parents or carers should prepare an individual healthcare plan.
- If a child or young person refuses to take medication, school or centre staff should not force them to do so. The school or centre must inform the parents or carers of any child that refuses to take medication as a matter of urgency. If the parents or carers cannot be contacted, school or centre staff should seek urgent advice from the appropriate health practitioner. A record should be kept where medication is refused.

SELF MANAGEMENT

It is good practice to allow children and young people who manage their own medication from a relatively early age and we will encourage and support this. Examples include children using their inhalers or checking their blood sugar levels during the day. Where required, appropriately hygienic facilities are provided to allow for this to ensure privacy at all times.

INHALERS

Inhalers will be kept in the classroom in a clearly labelled box with the Record of Medication form and Parental Consent Form.

Inhalers will be taken on Daily Mile and trips/excursions.

Children who can confidently self-administer their inhalers will carry them outside with them at interval times and tell a supervising adult when they are requiring to administer it. On returning to the classroom, having used their inhaler, they will complete the Record of Medication form and have it verified by their teacher.

EPI-PENS

Epi-pens will be kept in the classroom in clearly labelled yellow bags with the Record of Medication form, Parental Consent Form & Allergy Action Plan. Yellow bags will be taken with children when they move around the school to other rooms and to the lunch hall if required in their Risk Assessment.

STORAGE OF MEDICINES

- We will ensure that medication is not stored in large quantities and parents or carers provide weekly or monthly supplies ideally in their original manufacturer's or else in a pharmacy dispensed container or box.
- Refrigerated medication: the temperature of refrigerators containing medication needs to be monitored and recorded daily during school hours. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. If a school or centre has to store large quantities of medicines then a lockable medical refrigerator might be preferable.
- Any medication requiring to be locked will be kept in the office filing cabinet

DISPOSAL OF MEDICINES

- Date expired medicines or those no longer required for treatment will be returned directly to the parent or carer to return to a pharmacy for safe disposal.
- Medication that is in use and in date will be collected by the parent or carer at the end of each term. Where this isn't possible, medication will be taken to the local pharmacy for disposal.

MEDICATION MANAGEMENT - PROCESS

The following describes the processes we follow in Dunlop Primary School & ECC.

1. A consent form should be signed by all parents and updated at the start of the new school session in August of each year.
2. Parents should provide their child's school or centre with sufficient information about their child's health, care and treatment.
3. Parents must inform school or centre of any medicine required during school or centre hours and complete the corresponding form. It is the responsibility of the head of school or centre, or designated member of staff to ensure the medication is returned with the pupil if it is to be sent home again.
4. A signed record must be completed each time medication is administered. The child (if deemed appropriate) can sign that they have taken their medication and the member of staff assisting can countersign as a witness. Where the child or young person is deemed not to have capacity (knowledge and understanding) regarding administration of their medication, another member of staff should provide a witnessing signature.
5. All non-emergency medication (antibiotics, painkillers etc) must be kept in the main office. Where required medication should be kept in the locked fridge, where the temperature of the fridge should be regularly checked and recorded.
6. Medication must be clearly marked with the child or young person's name, dosage and time of administration. Medication received and date of receipt should be recorded. Expiry date of medication should be noted and although it is the parents' responsibility to supply medication 'in date' and replenished at all times.
7. Where it is deemed necessary by a health professional, that an emergency plan is required, assigned health professionals should work with the school or centre, parents and the individual child or young person to compile it. An accurate and up to date emergency plan must be stored alongside the child or young person's medication.
8. The emergency plan will be communicated to relevant staff and information, training and instruction provided as necessary. Parents must notify education staff of any changes necessary immediately.

9. Risk assessments for children with health risks will be completed and updated annually or as required. Risk assessments will be attached to EVOLVE process for trips/excursions.
10. Copies of Risk assessments will be kept in each teacher's ASN Class File and also in the office filing cabinet.
11. Copies of Allergy Action Plans will be kept in each teacher's classroom, displayed discretely and also on the Safeguarding Wall in the Main Office.
12. Catering staff will be made aware of all children with food allergies and this will be updated annually or as medical conditions change.

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Please note

Dunlop ECC follows all guidance outlined in this safeguarding policy, however all of ECC practices are underpinned from the Care Inspectorate document – Management of Medication in daycare of children and childminding services.

Following the Care Inspectorate guidance, ‘there should be a procedure in place detailing what to do if too much medication is given or given to the wrong child’

Dunlop ECC will

- 1. Contact NHS 24 for advice**
- 2. Follow all advice**
- 3. Contact parents/carers to inform of what has happened, allay any fears or concerns and outline advice from NHS 24 and what has been done to support the child**
- 4. Immediately report to PT/HT what has happened**
- 5. Complete ECC Incident form**
- 6. PT/HT leads investigation procedure and reports and logs incident on EAC SHE form**
- 7. HT contact Care Inspectorate to share incident and outcome.**

Dunlop ECC: Refrigeration/Storing of medicine

On occasion, some medicines will need to be refrigerated, please refer to Care Inspectorate guidance on correct temperatures and protocol for this. Any refrigerated medicine must be stored in a plastic, labelled container.

