

**ADMINISTRATION OF MEDICINES
GUIDANCE
for educational establishments**

ADMINISTRATION OF MEDICINES

Introduction

1. Many children will at some time need to take medication while attending educational establishments. For some, this will be short-term; others may have medical conditions such as asthma that require regular medication which they might need to take while they are in school. Some children have conditions which require emergency treatment, for example, severe allergic conditions.
2. This guidance sets out good practice principles of medicines management. It has been developed to ensure effective and safe management of medicines within East Renfrewshire Council educational establishments. It aims to support pupils in their health and well-being and enable them to play a full part in the life of the school. The guidance covers:
 - storage and administration of medication
 - consent to treatment
 - record keep
 - disposal of medicines
 - staff training.
3. It relates to the normal administration of medicines. It does not extend to specialist tasks such as catheterisation or peg-feeding. This guidance replaces MSF 29 a (i) and (f).
4. It links closely to the Care Inspectorate guidance, “Health guidance; the management of medication in day-care and child-minding services” in use in ERC pre-five establishments.

Key principles

5. There are a few over-arching principles which can be applied to the administration of medicines in schools:
 - The agreement of the head teacher is required for the administration of medicines in school and it is the head teacher's overall responsibility for the administration of medicines in school
 - Parental agreement must be obtained for the administration of all medicines
 - Medicines must be administered in accordance with directions contained on the packaging and associated information leaflets
 - Medicines must be clearly labelled and securely stored
 - Only trained, designated staff should administer medicines. It is recognised that

- parents/carers authorise their children to administer their own medicines such as inhalers.

Accepting medicines into school

6. Medication should only be taken at school where there is no alternative to this and it will always require the agreement of the head teacher. Information on medical needs will be gathered by schools at least annually, at the beginning of the academic year, or when a child or young person starts a new school. Parents and carers have a responsibility to ensure this information is updated where circumstances or needs change.
7. The confidentiality of medical information of pupils must be respected and appropriate consent is required in respect of the information being shared.
8. The head teacher needs to be aware of the nature of the medical condition, the reasons for taking the medication, and any risks attached. It is parents responsibility to provide this information to the head teacher.
9. When considering whether or not to agree to the administration of medicines, the head teacher needs to take account of their duties under the Equalities Act. It is understood that further guidance on this will be provided by the Scottish Government, but at the time of preparing this guidance it is not yet available. However, head teachers should consider whether the condition for which the medicine is prescribed could be considered as a disability. This is defined as “a physical or mental impairment that has a long-term and substantial adverse effect on his or her ability to carry out normal day-to-day activities”.
10. Parents must complete, sign and date a consent form (see FORM AM1 annexed to this guidance) prior to any medication being administered by staff. This will be counter-signed by the head teacher or his/her delegated representative to confirm agreement. The form will be stored in the pupil’s records.
11. Pupils over the age of 16 are able to give their own consent to the administration of medicine.
12. Once the parental consent form has been completed and the head teacher has agreed to the administration of medicine, the parent or carer must deliver the medication to school. Under no circumstances will an oral instruction be accepted. All medication must be delivered complete with the original pharmacy or dispensed label identifying:
 - child or young person’s name
 - date of dispensing
 - name of the medication and strength
 - dosage and the frequency
 - expiry date

- quantity
 - method of administration
 - additional instructions
13. When medicines are supplied to the school for staff to administer to a child, after agreement has been given, the school should have a system in place to check on each occasion:
- the pupil's name, any written instructions and prescribed dose
 - the dispensed and expiry dates
 - that the medication is for a current condition (something prescribed for a condition six months ago might not be appropriate now)
 - if a medicine, not dispensed recently, is still appropriate for use
14. Consent to administer each medication should be time limited depending on the condition each medication is to treat, for example: seven days where a course of antibiotics or treatment of an infection with eye drops is for seven days; or until two weeks before an emergency medication's expiry date (like a salbutamol inhaler or adrenaline pen) to make sure there is a reminder and enough time to get a new supply.
15. It is good practice to review and update all consents at the start of each new term to check that the medication is still required, is in date and that the dose has not changed.

Non-prescription medicines

16. Non-prescribed medicines should not be routinely administered to pupils. Parental consent is required in all cases. Where an “over-the counter” medicine is given to a pupil without parental consent and without staff awareness of the context, it carries clear and significant risks: for example, allergic reaction or exceeding the recommended dosage. A pupil under the age of 12 should not be given aspirin unless prescribed by a doctor.
17. There are occasions when it will be appropriate to administer non-prescribed medicines, for example severe toothache or menstrual pain. In these instances, the same procedures should be followed as for prescribed medicines, including: head teacher agreement; parental consent and completion of form AM1; secure and appropriate storage; recording of the medicine being administered.

Storing medicines

18. Most medication should be stored in a locked cupboard or locked container which is out of reach of children in an area that is below 25°C. Some medication will need to be stored in a fridge. In larger establishments it might be appropriate to have a dedicated medicines refrigerator. The medication's packaging and accompanying patient information leaflet will include instructions about how to store the medicine.

19. Each individual child's medication should be kept separate and stored in an individual container clearly labelled with the child's name and date of birth. This also applies to medication which needs to be kept in a refrigerator. Access to this storage will be restricted to those staff members who also have responsibility for the administration of the medication together with the school's senior management team.

Administration of medicines

20. Except where it has been formally agreed that children and young people are responsible for carrying and administering their own medication, a record must be maintained of ALL medication administered or supervised by staff on an individual pupil record sheet. To avoid the risk of over-dosage of medication, and to facilitate audit, it is essential that a pupil record sheet is filled in promptly after each administration.
21. Certain staff within the Education Department have the administration of medicines as a defined task within their job description. These staff can be required to administer medicine, always provided that they have received relevant training. Where the administration of medicines is not contained within a job description, staff cannot be required to carry out this task however they may administer medicines, subject to their own agreement and that of the head teacher. Once again, this will only be possible where relevant training has been provided.
22. Medicine should be administered with an appropriate degree of privacy and confidentiality.
23. Where a pupil refuses to take medicine, an assessment needs to be made as to the likely consequences of this. Based on this assessment, the parent should be contacted and advised of the refusal, either immediately or at the end of the school day. In any event a parent must be advised immediately if the child is under the age of legal capacity in an emergency and emergency services called.
24. In the unlikely event of a wrong dosage being administered, or of medicine being given to the wrong pupil, the same assessment of consequences should be carried out. In addition for early years children the Care Inspectorate must be informed.
25. All such information must be recorded in the pupil's records.

Self-administration of medicines

26. Where a pupil is 16 and over, they are able to take responsibility for and administer their own medicine. This will not be the case with certain pupils with additional support needs where they lack the capacity to exercise this responsibility.
27. The school requires to be aware that the pupil is in possession of and administering the medicine. Form AM1 should be completed also in these cases.
28. Where a pupil is administering their own medicine, it has to be stressed to them that they must keep the medicine secure and not share it with any other pupil. In some cases, for example where there are specific temperature requirements, it will be appropriate for the medicine to be stored by the school and provided to the pupil on request.

Training

As noted above, only appropriately trained staff may administer medicines.

29. Basic Awareness Training will be provided for all staff involved with children or young people with health care needs. This will be delivered annually to all relevant staff. More detailed training will be provided to those members of staff who administer medicines for specific pupils.
30. The education authority and school should be satisfied that any training provided has given staff sufficient understanding, confidence and expertise.
31. All training provided in administration of medicines should be recorded in staff training records.

Disposal

32. If medication is date expired or has to be discontinued this should be returned to the parent (not via the child or young person, unless they are 16 or over and administering their own medicine) and the information recorded on the administration form. At the end of each session all medication should be returned to the parent and this information recorded on the administration form. In the event of any difficulty, surplus medication should be returned with parental consent if possible to a local pharmacist for disposal. No medicines should be kept in the school during summer holidays.
33. Where an Epipen has been used, the used pen should be given to the paramedic or other medical staff attending. Out of date Epipens should be taken to a local pharmacy for safe disposal.
34. Sharps should be disposed of in accordance with the **Health and Safety Infection Control Guidance Notes**. “Needles being disposed of must be held in a container, preferably a ‘sharps’ container. Departments should ensure adequate arrangements are in place for the safe disposal of needles. Contact may be made with Environmental Services for advice and assistance.”

Review

35. This guidance will be reviewed bi-annually or as required by changes in national guidance or legislation.

Education: 2016

EAST RENFREWSHIRE COUNCIL
Education Department

**REQUEST FOR THE ADMINISTERING OF MEDICINES
 IN EDUCATIONAL ESTABLISHMENTS**

To the Head Teacher:

I request that (Full name of Pupil)
 be given the following medicine(s) while at school:

Date of birth..... Class

Medical condition or illness

Name/type of Medicine
 (as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other Comments

Self administration Yes/No (delete as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to the school and accept that this is a service that the school is not required to provide. I understand that I must notify the school of any changes in writing.

SignedPrint Name
 (Parent/Carer)

Date

Daytime telephone number

Address

To be completed by the Head Teacher or his/her delegated representative:

I agree to (name of pupil) being given

..... (name of medicine)

This agreement expires on (date)

Date

School

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Head Teacher reserves the right to withdraw this service