Balmerino Primary School

Protocol Regarding Medication in School

PSA level 2’s remit includes the administration of medication but any staff member can administer medication as long as they follow this protocol.

In all cases, Tracey Harkins is the first point of contact for Medication and she will always make Lucy Jess aware that medication has been brought in before it first administered. Tracey should check all stocks of medication at the start of each term to check they are still in date and contact parents to come into school to check the information on the paperwork is still correct. They should sign and date it.

Medication broadly falls into three categories:

1. Blue inhalers (note: Brown preventative inhalers fall into category 3)

Blue inhalers need to be taken by the child when they feel breathless or wheezy. Older children might look after their inhaler themselves but for younger children this is not always practical given they need to have a spacer as well and it is a bulky item. In most cases, therefore, the inhaler should be kept in the office or in their classroom. If a child needs an inhaler in school, the parent should complete a ‘Self-Administration of Medication Form’ which is stored in the medication cupboard in the school office. Tracey Harkins will then make the class teacher and headteacher aware that the child has an inhaler. It should be kept in the medicine cabinet in the classroom or in the school office – unlocked during the day and locked overnight. As the child is self-admistering, the number of puffs do not have to be recorded as long as the parent has indicated on the form that the child can take as needed.

1. Emergency Medicine (e.g. Epipen and Buccal Midazolam) and other medications requiring a protocol e.g. insulin or allergy medication.

Any child who requires emergency medication will have a protocol or Care Plan in place. Depending on the nature of the medication (e.g. epi-pen, insulin) staff should attend an awareness raising session in order to administer it. Lucy Jess will ensure there are adequate numbers of trained staff and that any child who may need a protocol or Care Plan has one. The protocol or Care Plan will state who has responsibility for administering the medication. When a dose is administered, it should be recorded and signed first by the person administering it (usually a PSA) and secondly by a witness (Usually Tracey Harkins).

1. Over the Counter/Prescription Medicines

Sometimes children need to take medicines in school. When parents come in to request this, their first point of contact is Tracey Harkins who will ensure they fill in the correct form (parental request for administration of medicine) and ask a PSA to administer the medication at the given time (Jane Cargill for P2/3/4 and Fiona Dowie for P5/6/7). Each dose should be recorded. If that staff member is off, Tracey Harkins will ensure the other PSA knows to administer the medication. Tracey Harkins should ensure Lucy Jess knows that the medication is being administered and Jane and Fiona should discuss any concerns with Lucy before administering the medication.

All medication kept in the office should be locked up overnight.

In all cases, medication should only be given where the correct paperwork has been completed, Lucy is aware and following these principles: [Administering medication in schools (sharepoint.com)](https://fifecloud.sharepoint.com/sites/SchoolsEd/SitePages/Medication-in-schools.aspx)

Tracey Harkins will maintain an overview of all medication in school which will be available to Lucy Jess and all relevant staff.

October 2022