



Clyde Primary School

Managing and Administration of Medicines



Introduction

This policy explains how we safely and properly give medication to pupils who need it during the school day.

Many pupils will need to take medicine at school at some point—often just for a short time, like finishing a course of antibiotics. Others have long-term conditions such as asthma or diabetes, which need regular management to make sure they can fully take part in school life. Some pupils may also need emergency treatment for conditions like severe allergies (anaphylaxis) or epilepsy. These pupils are considered to have health care needs.

Most children with health care needs can attend school regularly and join in with most activities, especially when the school provides the right support. When the school responds positively to a pupil's health needs, it not only helps that pupil but can also encourage understanding and support among their classmates.

Roles and Responsibilities

Parents and Guardians

Parents are the main carers for their child and are responsible for making sure their child comes to school when they're well enough. They should give the Headteacher clear information about their child's medical needs and treatment. Together with health professionals and the Headteacher, parents should agree on how the school can support their child.

Headteacher

The Headteacher is responsible for making sure all parents know about the school's policy and procedures for managing pupils' health needs. They can get advice from public health experts or the Community Paediatric Service about when pupils with infectious illnesses should stay home and what to do during an outbreak.

The Headteacher must put this policy into action and create detailed procedures to support pupils with medical needs, based on Glasgow City Council policy. They will work with parents to agree on what help the school can provide. If there are concerns about whether the school can meet a pupil's needs, or if parents' expectations seem unrealistic, the Headteacher can ask for advice from the school nurse, doctor, or the local education authority.

No medication will be given to pupils without the Headteacher's approval.

Teachers and Other School Staff

Staff who agree to give prescribed medication to pupils must receive proper training and guidance. A health professional should explain any possible side effects and what to do if they occur. All staff can help pupils take their own medication—such as using an inhaler—but this must be approved by the pupil's parent or guardian.

Admin Team

The admin team will check all medication every month to make sure it's still in date, the right amount is available, and that it's still needed. If any medication is due to expire within two months, parents will be asked to provide a replacement. The old medication will be returned. The school will follow up with weekly calls until the new medication is received.

Support for Pupils with Health Care Needs

Parents and carers are primarily responsible for their child's health and must give the school accurate information about any medical conditions.

At Clyde Primary, staff are not legally required to give medication, this is a voluntary role. Any staff member who supports pupils with health care needs or volunteers to administer medication will be supported by the Headteacher.

The school will do its best to reduce any disruption to a pupil's learning and will work closely with parents/guardians and health professionals to make sure the pupil gets the support they need.

If a pupil needs to take medication over a long period or has an ongoing medical condition, a Individual Healthcare Plan (IHP) will be created (see Appendix 1). This plan will be agreed by the school and the parents/guardians, with input from health professionals where needed. Parents must provide all relevant information about their child's condition and sign the necessary forms to allow the school to give medication (see Appendix 2).

Individual Healthcare Plans

Pupils who require a Individual Healthcare Plan (IHP) must have it completed and approved before they can attend school. The correct medication must also be provided to the school. At the end of the school year, the plan will be reviewed and shared with parents when returning medication. Updated medication must be brought back to school on **Inset Day 2 in August**.

Managing medicines during the school day

Non-Prescription Medicines

The school will not give pupils any medicine that hasn't been prescribed by a doctor. Pupils must not bring non-prescription medicines—such as paracetamol, ibuprofen, or throat lozenges—into school.

Prescription Medicines

Prescription medicines should only be taken during the school day if absolutely necessary. Parents are encouraged to ask doctors for medication schedules that avoid school hours (e.g. three times a day). Medicines will only be given at school if they need to be taken four or more times a day or at specific times stated on label.

All medication must come in its original packaging with the pharmacy label clearly showing the pupil's name and dosage instructions. The school will only follow the instructions on the label.

If staff are unsure about any part of the process, they should check with the pupil's parent or a health professional before proceeding.

Staff must record every time they give medication to a pupil (exclusion of self-administered inhalers). Appendix 3 can be used for this. Where possible, a second adult should witness the dosage and administration.

Storing Medicines

Medicines like tablets, creams, and liquids will be kept securely in the school's medical cupboard, which only authorised staff can access.

Medicines that need to be kept cold will be stored in a designated fridge.

Emergency medication (e.g. inhalers, EpiPens) will be stored in two places: the central medical cupboard and the pupil's classroom. In severe cases, pupils may carry their emergency medication with them. Staff will always take emergency medication with them when moving around the school.

Controlled drugs will be stored in a more secure location, and their use will be recorded separately.

When medication is no longer needed, it will be returned to parents. Parents are responsible for collecting and safely disposing of any unused or expired medication. They must also ensure that any medication sent to school is in date.

If new medication is needed, parents must provide it. School staff will notify parents when there are 10 days of medication left, giving enough time to arrange a repeat prescription. The Admin Team will check medication expiry dates every month.

EpiPens

All staff will receive appropriate training on how to give emergency medication, including EpiPens, with support from the health professional when needed.

Emergency medication must always be easy to access. For example:

EpiPens will be kept with or near the pupil who needs them at all times.

Asthma medication will be stored in its original packaging inside a labelled zip folder. One will be kept in the central locked medical cupboard, and one will be kept with the adult responsible for the class.

Emergency medication will always be taken with the pupil when they go on school trips.

Asthma Inhalers

Pupils with asthma will have two inhalers stored: one in the central medical cupboard and one with the adult responsible for their class. In some cases, pupils may carry an inhaler themselves (recommended). Pupils with severe asthma will have access to three inhalers: one in the central store, one with the class adult, and one emergency inhaler kept with the First Aider nearby.

Self-administration of inhalers will not be recorded unless:

- The pupil has severe asthma.
- There is a concern raised by the school or parent.
- The pupil must take the inhaler at specific times—these will be recorded.

Self-Management & Administration

At Clyde Primary, we encourage pupils who are able to manage their own medication—especially inhalers—from an early age.

Pupils will be encouraged to self-administer when asking for their inhaler from an adult.

For safety, we still require two inhalers to be provided: one for the central medical store and one for the pupil to carry or keep with their class adult, even if the child carries their own.

If a pupil can take their medication independently, staff may only need to supervise. We encourage pupils aged 7 and above to carry their own blue inhaler and manage its use- this is self-management. A spare emergency inhaler is kept in the school's medical cupboard in case the pupil's own is lost or damaged.

Some pupils with diabetes may need to inject insulin during the school day. The school will provide a private space for this, and a trained adult will always supervise the process to ensure safety and support.

Internal Recording

- When an Individual Healthcare Plan (IHP) is completed, the details will be added to SEEMiS.
- This information will also be added to the school's internal database spreadsheet and shared with relevant staff.
- Health conditions and any required medication will be recorded on both SEEMiS and the internal database.
- Staff will be informed of their responsibilities in supporting the pupil.

Refusing Medication

If a pupil refuses to take their medication, staff will not force them. The school will contact the pupil's parents or carers immediately. If the situation is serious, the school will call emergency services for an ambulance.