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## Arran Primary Schools and Early Years Classes Administration of Medicines Policy

### Introduction

The school understands that children may require medication whilst at school, be this for a long term condition, or to treat a short-term illness. We will agree to administer medication as part of maintaining the health and well-being of a child.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening.

In most cases, school support staff will be responsible for the correct administration of medication to children. We aim for this person to be consistent throughout the administration process, although this will not always be possible. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

- **Article 23 (Children with disabilities):** Children who have any kind of disability have the right to special care and support, as well as all the rights in the Convention, so that they can live full and independent lives.
- **Article 24 (Health and health services):** Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

### Procedure

Children taking prescribed medication must be well enough to attend the school.

Children's medicines are stored in their original containers in a locked cupboard, are clearly labelled and are inaccessible to the children. Medicine spoons and oral syringes must be supplied by the parent if required.

Medications may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (Epipen).

Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form. No medication may be given without this form being signed.

Once medication is given, staff member must update the Administration of Medicines book.

Sharps are disposed of in a sharps yellow container.



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### **Children who have long term medical conditions and who may require ongoing medication**

A care plan for the child is drawn up with the parent outlining the key person's role and what information must be shared with other staff who care for the child.

The care plan should include the measures to be taken in an emergency.

The care plan is reviewed as necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the care plan and each contributor, including the parent, signs it.

### **Managing medicines on trips and outings**

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. On no account may medicine be decanted into other containers or packets or envelopes. The original pharmacy labelled medication should be within the box.