

Administration of medicines in education establishments Guidelines – 2018 NHSL/NLC/SLC

Introduction

Purpose of this guidance

The purpose of these guidelines is to confirm and set out the revised procedures for the administration of medicines in education establishments, following a national and pan-Lanarkshire review. It is intended to provide guidance for all staff who are involved in any aspect of the administration of medicines in education.

At times, some children and young people will need to take medication in education establishments, on educational activities and trips. For some, this will be short term, perhaps finishing a course of medication. Others may have conditions which require ongoing treatment with medication. Heads of establishments should ensure that all staff adhere to this administration of medicines in education guidance.

North Lanarkshire Council, South Lanarkshire Council and NHS Lanarkshire have worked collaboratively to produce this guidance for the Administration of Medicines in Education and “Healthcare Needs in Education” (contained within the Framework for Inclusion and Equality/Policy into Practice). This guidance should be used in conjunction with the Scottish Government document, “Supporting Children and Young People with Healthcare Needs in Schools; Guidance for NHS boards, education authorities and schools” (2017), and all relevant national legislation. This guidance will apply equally to schools, early year’s establishments and other education provision. Sufficient and suitable training will be available to all staff, including an e-learning module (Login to Learn).

Dealing with medicines safely

Medication should only be taken to an education establishment when absolutely essential, and in line with this administration of medicines in education guidance. Parents/carers (and where appropriate the young person themselves) are responsible for supplying information about any medication that needs to be taken in education and for letting the establishment know of any changes to the prescription or the support needed using part one of **Form One**.

Requests for administration of medicines should be completed when new medication has been prescribed and should be renewed at the start of each academic year.

Queries which education establishments have over medication should be directed to the Integrated Community Children’s Nursing team. Any changes to medication referred to in a healthcare plan can only be made by the appropriate healthcare professional.

Where possible, medication should be prescribed in dose frequencies which enable it to be taken when the child or young person is not in education. Parents should discuss this with the prescriber however a child or young person’s health or wellbeing needs should never be compromised.

Education establishments should ensure that medication is not stored in large quantities. Medication will only be administered if parents or carers provide in their original manufacturer’s packaging or else in a pharmacy dispensed container or box, with dispensing label. Some medicines may be harmful to anyone to whom they are not prescribed and particular care needs to be taken where controlled drugs are stored.

Education establishments should have procedures in place when children and young people who require medication are going on a trip or excursion to ensure that medicines continue to be stored and administered safely.

Self-management

Education establishments should encourage and support children and young people to manage their own medication from a relatively early age. Examples include children using their inhalers or checking their blood glucose levels during the day. Where required, appropriately hygienic facilities should be provided to allow for this to ensure privacy at all times.

The child or young person's capability to manage their health needs and carry their medication will be assessed in partnership with parents and healthcare professionals. Actions should be identified to help support children and young people, if possible and appropriate, to progressively manage their medical or health needs over time. The arrangements must also be flexible and sensitive to the needs of children and young people on any given day. Illness, for example, may impact on how much support the individual requires. It may, therefore, be appropriate to supervise children and young people who self-medicate or manage their health needs routinely, particularly if there is a risk of negative implications to their health or education.

When a child or young person is to carry his/her own medication, this should be requested on **Form Three**.

Access to medication

Where a child is managing medication themselves they should not normally be expected to give up their medication for storage. In allowing children to retain medication, an assessment must be made of the potential risk to others, with actions put in place to manage those risks appropriately.

Where individual children and young people do not hold their own medication, they must know where it is stored. Medication should always be accessible at the point of need. However, it is also important to make sure that medicine is only accessible to those children and young people for whom it is prescribed.

Some medicines need to be refrigerated. The temperature of refrigerators containing medication should be monitored. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. If large quantities of medicines are required to be stored then a lockable medical refrigerator might be preferable.

All medication stored in education establishments should be kept in an easily accessible locked cupboard. All staff should be aware of where medication is stored and how to access the key.

Due to the nature of some children and young people's medical condition, education establishments may also need to make special arrangements for any emergency medication that they require. Alternative arrangements will be recorded in the individual healthcare plan. This can relate to the storage and handling of specialist medication.

Administering prescribed medication

Where it is considered that medication will need to be administered in education, medication should always be supplied by the parents/carers in its original packaging including prescription label and any patient information leaflet. Staff should not administer medication if they are not sure what the medication is or what it is for.

Where children and young people require medication on a long term basis, parents/carers may need to obtain a separate prescription for medication to be taken and held by the education establishment. If this is not possible, then it should only be decanted by the pharmacist with an appropriate label or instruction. The parent/carer should also ensure that they provide clear instructions about how long the medication needs to be taken for, and any other relevant information that is not provided on the label or patient information leaflet.

This information will be included by the parents in part one of **Form One** as part of the request for education to administer medication. When education has agreed to administer medication, this should be detailed on part two of **Form One** and sent to parents.

Education establishments are required to have a protocol in place to ensure that expiry dates of medication are checked on a monthly basis.

Staff administering or overseeing the administration of medication in education must ensure:

- They follow the instructions on the label and/or patient information
- That they are giving the right medicine to the right child or young person at the right time
- The correct dosage is given in the correct manner, and recorded on **Form Two**
- They are aware of any side effects as detailed in patient information leaflet (if in doubt, information is available from NHSL staff)
- The medication has been stored and handled as per the label or other instruction
- They have checked the medication has not passed its expiry date
- A signed record is completed each time medication is given to any child or young person on **Form Two**
- It should be noted that medicines can react with some foods and drinks. Education staff should not add medicines to food or drink unless instructed by healthcare professionals
- New medicines have been administered for the first time before they are sent to school/education. This is to ensure that any potential side effects or reactions are known in advance

It is good practice to have the dosage and administration witnessed by a second adult and, wherever possible, this should take place.

Where the administration of medication is more complex or children require emergency medication, this will be detailed in an individual healthcare plan. Information on healthcare plans is available in the “Healthcare Needs in Education” guidance within the Framework for Inclusion and Equality/Policy into Practice. Healthcare plans will always be created by a healthcare professional. Any changes to medication which have been included in a healthcare plan can only be accepted from a healthcare professional.

Where children and young people require ongoing medication but do not have an individual healthcare plan, locally agreed management arrangements may be required. For these children and young people, it is good practice to record healthcare needs and interventions on the Medical Information Sheet. This will be compiled in conjunction with the child or young person’s network of support and shared with staff to ensure appropriate supports are in place. An example of this can be found in Appendix 1 of the “Healthcare Needs in Education” guidance.

Where an emergency salbutamol inhaler or adrenaline auto-injector has been prescribed for a child or young person, this will either be carried with the child or, in the case of younger children, may be held by the establishment. In addition to this device, it is good practice for an additional emergency backup device to be held within the establishment. Parents/carers

should be asked to provide this additional device. Education establishments can contact the school nursing team if any issues are encountered by the parents when requesting this additional device.

It is good practice to maintain a register of children and young people with asthma or who have been prescribed with a salbutamol inhaler or adrenaline auto-injector. This will help ensure the easy identification of those who may need support with their condition.

Training on the administration of adrenaline will be provided by the appropriate healthcare professional. All staff who are working with children and young people with the common health conditions allergies, asthma, diabetes and epilepsy should complete the e-learning modules available on Learn Online/Login to Learn.

Additional information can be found in “Supporting children and young people with healthcare needs in schools; Guidance for NHS boards, education authorities and schools” (2017) <http://www.gov.scot/Publications/2017/12/3694/0> .

It is vital that parents share all information with the education establishment regarding medical conditions. This will include allergies, symptoms, treatments and actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Administering non-prescribed medication, including paracetamol

Children and young people in education establishments sometimes ask for painkillers (analgesics) or other non-prescribed medication such as antihistamines. This practice is not encouraged as staff may not know whether the pupil has taken a previous dose or whether the medication may react with other medication being taken. Education establishments should not purchase non-prescribed medication.

If a child or young person suffers regularly from acute pain or symptoms, such as a headache, period pain or hay fever, parents may request that non-prescribed medication is administered. In these circumstances, the parent will provide the appropriate medication alongside clear and appropriate instructions for when this should be administered. **Form One** will be completed by the parent to request and give consent for the medication to be administered.

Prior to administering non-prescribed medication, parents should be contacted to ensure that the education establishments is aware of whether the child or young person has taken medication before arriving, in order to prevent the risk of overdosing during the day. Education establishments should also make a note of the time and dosage if a pupil takes medication during the course of the day using **Form Two**.

Some children and young people with the maturity and capacity to carry and self-manage their own non-prescribed medication and symptoms (for example, for period pain, occasional headaches, minor viral illnesses, coughs, sore throats or hay fever) should be allowed to do so. In such circumstances it is recommended that only medication that can be purchased from a pharmacy should be carried. It is recommended that, where possible, only enough medication for one day is carried.

It should be noted that children under 16 should not be given or take aspirin, unless prescribed by a doctor. Further, products containing codeine should not be provided to children under 12 as it is associated with a risk of respiratory side effects, and is not recommended for adolescents (12 to 18) who have problems with breathing.

Hygiene/infection control

All staff should be familiar with standard infection control precautions for avoiding infection and must follow basic hygiene procedures such as hand washing.

Staff should have access to protective disposable gloves and take care when dealing with spillage of blood or other body fluids and disposing of dressings or equipment.

Refusing medication

If a child or young person refuses to take medication, education staff should not force them to do so. The education establishments must inform the parents or carers of any child that refuses to take medication. If the parents or carers cannot be contacted, education staff should seek urgent advice from the school nursing team or Integrated Community Children's Nursing team about the impact of the child or young person refusing their medication. A record should be kept where medication is refused on **Form Two**.

If refusal of medication is likely to result in a medical emergency education staff should call the emergency services for an ambulance.

Disposal of medication

Staff in education establishments should not dispose of medication. Date expired medicines or those no longer required for treatment should be returned directly to the parent or carer to return to a pharmacy for safe disposal. Medication that is in use and in date should be returned to the parent/carer at the end of each academic year.

Emergency procedures

All staff should know how to call emergency services. All staff should know first aid arrangements, who is responsible for carrying out emergency procedures and who will notify the parents/carers. Wherever possible, a pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent/carer arrives. The member of staff travelling to the hospital should have details of any healthcare needs and medication, including any healthcare plans, of the pupil.

When emergency services are being called, please ensure staff have the following information available after dialling 999:

- Child's name and date of birth
- Your name and telephone number
- Location of incident, including postcode
- Exact location within establishment, and most appropriate entrance
- Brief description of pupil's symptoms and any other relevant information on healthcare needs

Generally staff should not take pupils to hospital in their own car. However in an emergency it may be the best course of action. It is recommended that staff should be accompanied by another adult.

Form One: Part One – Parental request for education establishments to administer medication

Part Two – Education establishment agreement to administer medication

Form Two: Record of all medications to be administered to child, as detailed in Form One, Part One. Please include a record of all medicines administered by education establishments at the bottom of Form Two

Form Three: Request for child/young person to carry/administer their own medication

Establishments should use the forms attached to this circular and can be accessed via First Class.

Data Protection – Privacy Notices

In line with the General Data Protection Regulations and the Data Protection Act (2018), all forms containing personal information and relating to the Administration of Medicines must contain a privacy notice. This privacy notice is attached to the electronic copies of the forms.

When printing copies for individual children and young people, establishments must ensure that the page containing the privacy notice is also included.

Administration of Medicines in Education – Form One
Part One – Parental request

To be completed by parents if they request the school/establishment to administer medicine.

*Your child **will not** be given medicine unless you complete and sign this form.*

This form can also be completed by the child/young person if they are 12 years or over.

Details of pupil			
Surname		Forename	
Address			
Date of birth	M <input type="checkbox"/>	F <input type="checkbox"/>	Stage/Class
Condition or illness			
Medication			
Name/type of medication (as described on the container)			
For how long will your child take this medication?	From:	To:	
Date dispensed		Expiry date	
<i>*Parents must ensure that in date properly labelled medication is supplied.</i>			
Full directions for use			
Dosage and method			
Timing			
Special precautions			
Additional information e.g. side effects, any alternative emergency contact details, etc.			

I agree that the medical information contained in this form may be shared with individuals involved in the care and education of (pupil's name)

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Signature(s) of parent/carer		Date	
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**Parents should be aware that it is their responsibility to replace medicines which are past their expiry date.*

Please use a separate form for each medication.

To be retained in education establishment

Administration of Medicines in Education – Form One
Part Two – Agreement by education establishment

*To be completed by school/establishment if they agree to administer medicine,
as detailed in part one.*

To be retained in education establishment and copied to parent.
Please use a separate form for each medication.

The details in part one, including the name, dosage and expiry date of medicine, have been checked by:	Signature of member of staff:	Date:

<p>I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered e.g. lunchtime or afternoon break) This child will be given/supervised whilst he/she takes their medication by a member of staff. This arrangement will continue until (either end date of course of medication or until instructed by parents/carer) <i>(The administration of all medicines will cease at the end of each academic year and a new form will be required at the start of each year, or when each new medicine is prescribed.)</i></p>	
Signature: (Head teacher or named member of staff)	
Date:	

Please record all medicines returned to parents	
Name of medicine:	
Date:	

Administration of Medicines in Education – Form Three
Child/young person carrying own medication

Form to be completed by parent/carer if they wish their child to carry their own medication.
 The form can also be completed by the child/young person if they are 12 years or over.

Details of pupil			
Surname		Forename	
Address			
Date of birth		M <input type="checkbox"/> F <input type="checkbox"/>	Stage/Class
Condition or illness			

Medication	
Name/type of medication (as described on the container)	
Procedures to be taken in the event of an emergency	
Child/young person should carry only enough medication for one day's use	

Signature(s) of parent/carer		Date	
The person signing this form takes full responsibility for the administration of the medicines carried and agrees that this is for personal use only.			

Please use a separate form for each medication
To be retained in education establishment

Education and Families
GDPR Privacy Statement for Schools and Establishments

What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government (Scotland) Act 1994. Education, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

Education, Youth and Communities uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, these are mainly paper based and are stored securely in the child or young person's school.

How will we use this information?

Your personal information will be used:

- to provide your child or young person with an appropriate education
- for teaching, enrolment and assessment purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people

- to keep children and young people safe
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligation, personal information may be shared internally between departments of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, Youth and Communities, Kildonan Street, Coatbridge ML5 3BT.

Your rights under data protection laws

You can:

- **Request access to your information** – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- **Request a correction to your information** – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.

- **Request the restriction of processing** – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- **Request the transfer** – you can request the transfer of your information to another party.
- **Deletion of your information** – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to
AITeam@northlan.gcsx.gov.uk

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

