



Administration of Medicines

Dykehead Primary School

Parent/Guardian Information Leaflet

This policy offers guidance to parents/guardians in relation to school procedures for the receiving, administration, and care of medicines in Dykehead Primary, in line with the North Lanarkshire guidelines (2018).

Receiving Medication for Storage in School

Medication should only be taken into school when essential, and as such parents should first discuss with their health practitioner the possibility of a schedule which would allow the medicine to be taken outside of school hours. Where medicine is required during the school day, we request that parents take note of the following;

- Medicine should always be presented in its original packaging, or a box with a pharmacy label.
- Please inform the staff whether your child will administer the medicine themselves, or whether they will require the support of an adult.
- Please bring the medicine to the school office, where staff will ask you to complete the appropriate permission form.
- Staff receiving the medication will ensure that the first dose has already been administered by the parent/guardian, to ensure that there has been no allergic reaction.



- A copy of the permission form will be kept at the office, and a copy given to the parent/guardian.
- Medicines will be stored in a locked cupboard, labelled clearly, and the child and their teacher will know where it will be stored. Medicines can be stored in the fridge at school where required.
- A record will be completed each time a dosage of the medicine is administered by an adult.

Where children have the maturity and capacity to carry and self-manage their own non-prescribed medication (for example throat pastels for sore throat) they may be allowed to do so, however only enough medication for one day should be carried by the child, and Form 3 should still be completed giving permission for the child to carry their own medication. The school would caution parents/guardians against allowing children to self-manage medicines, as even throat pastilles often have restrictions on how often they can be taken, and can present a choking hazard to children.

Medicines will be checked on a monthly basis, and any out-of-date medicines will be sent home. It is the responsibility of the parent/guardian to ensure adequate supply of any medication.



The school can not

- accept medicines without original packaging or pharmacy label
- add medicines to food or drink without instruction from a healthcare professional
- administer medicines without appropriate paperwork being completed
- attempt to force a child to take their medication if they are refusing – parents or carers will be informed (or school nursing team if parent cannot be contacted and need for medication is urgent), or where this may result in a medical emergency an ambulance may be called
- dispose of medication – even expired items will be returned to the parent/guardian

Healthcare Plans

Where administration of medication is more complex, or where a condition can require emergency medication, this will be detailed in an individual Healthcare Plan. These will always be created by a healthcare professional, and issued to the parents and in some cases directly to the school. The school can only accept changes to a Healthcare Plan from a healthcare professional. Where a Healthcare Plan is required but has not been provided by the parent/guardian, the school will approach the school nurse, who in turn will liaise with the appropriate healthcare professional to obtain a plan.

If you are having difficulty understanding or supporting your child's medical needs, the school can support you in seeking advice from the GP or Community Paediatric Service.

Where ongoing medication is required, but the child does not require a healthcare plan, a Medical Information Sheet will be completed by the school.



We will seek information from the parent/guardian in order to complete this form, which will contain any further relevant details about the child's condition and medical needs.

In managing your child's confidential medical information, the school practices are in line with GDPR (2018). Further information can be provided upon request.

Additional guidance on best practice in schools can be sought from the Scottish Government document "Supporting Children and Young People with Healthcare Needs in Schools" (2017).

