



Greengairs Primary School



Administration of Medication 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 Greengairs Primary School, 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 emailed 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.

Medicines will be checked on a monthly basis, and any out-of-date medicines will be sent home via a parent collecting from the office.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

The school will 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 the next emergency contact from the list 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

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.

In managing your child's confidential medical information, the school practices are in line with GDPR (2018).

Further 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).

