



'Be Your Best Self'

Dunbarney Primary School

Perth & Kinross Council
Education & Children's Services



UNCRC Article 3

'Best Interests of the Child'

Adults should do what is best for children.
When adults make decisions, they should think about how their decisions will affect children.

UNCRC Article 24

'Health & Health Services'

Children have the right to the best health care possible, safe water to drink, nutritious food, a clean & safe environment, and information to help them stay healthy.

Dunbarney Primary School Protocol: Safe Administering and Storing of Pupil Medication

Purpose

To ensure the safe, effective, and respectful management of pupil medication in line with Scottish Government and Perth & Kinross Council guidance.

Guiding Principles

- The rights, wellbeing, and dignity of each child are central.
- Medication administration is a voluntary role for staff, supported by appropriate training.
- Parents, carers, pupils, and staff must be fully informed and involved in planning.
- All procedures must comply with clinical governance and data protection standards.

1-Roles and Responsibilities

Headteacher (CPO/Safeguarder)

- Final decision-maker on whether medication requests can be reasonably met.
- Ensures staff receive appropriate training and support.
- Oversees the development and review of Individual Health Care Plans (IHCPs).

School Staff (Safeguarders)

- May volunteer to administer medication with appropriate training.
- Must follow procedures for safe storage, administration, and record-keeping.
- Maintain confidentiality and respect pupil dignity.

Parents/Carers

- Provide clear, prescription labelled, in-date medication.
- Complete relevant consent forms (e.g., Med Form 2 or 3).
- Inform the school of any changes to the pupil's medical needs.

Pupils

- Encouraged to self-manage medication where appropriate.
- Must carry medication in original prescripton packaging with name and DOB if self-administering.

2-Procedures for Administering Medication

Consent and Documentation

- Use Perth & Kinross forms:
 - Form 1: Health Care Plan
 - Form 2: Parental request for self-administration
 - Form 3: Parental request for staff administration
- Emergency medication plans (e.g., asthma, anaphylaxis) must be in place.

Storage

- Medication stored in a secure, accessible location.
- Medication storage boxes/bags/containers to be clearly labelled with child's name, d.o.b, an up-to-date photograph of the child and expiry dates of medication within the storage.
- Emergency medication (e.g., AAI's, inhalers) must be readily accessible.
- Record of medication storage maintained (Appendix 1).

Administration

- Only trained staff administer medication.
- Two staff members should be present when administering medication.
- Record each administration using Form 7.

Emergency Situations

- Schools may hold spare salbutamol inhalers and AAI's for emergencies.
- Staff must be trained in emergency response protocols (Appendices 5 & 6).

3-Special Circumstances

School Trips and Off-Site Activities

- Emergency medication must be stored safely and carried (accessible) by supervising adult.
- Staff must be briefed and trained for off-site administration.

Intimate Care

- Must be provided respectfully and in line with safeguarding protocols.
- Staff must be trained and supported.

4-Review and Monitoring

- IHCPs and medication procedures reviewed annually (August) or when changes occur.
- Feedback from pupils, parents, and staff is encouraged.
- Compliance monitored by headteacher.

5- Appendices

[Appendix 1: Record Keeping for Storage of Medication](#)

[Appendix 2: Emergency Medication Information for Parent and Carers](#)

[Appendix 3: Medicines in Schools Information for Parents and Carers](#)

[Appendix 4: Use of Emergency Inhaler Letter](#)

[Appendix 5: How to respond to an Asthma Attack](#)

[Appendix 6: How to an Anaphylaxis Allergic Reaction](#)

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