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**Administration of Medication**

**Session 2021-22 (updated May 2022)**

The following steps will be followed when a child requires any type of medication to be administered in school.

**Parental Request/ Permission**

* Parent/ carer completes Appendix 1 ‘Parental Permission to be Administered’
* The medication is given to office staff
* Parents will advise office staff of where the medication should be stored
* Parents will advise if they are providing a back up to be stored in class. e.g. inhalers or allergy medication

STEP 1 –

STEP 2 –

**Health Care Plan**

* Pupils with complex health needs require a Health Care Plan to be created in partnership with the parent/ carer. For example, severe allergies, diabetes. This will be created at the start of the new session and reviewed annually or as and when required. The Care Plan should be created within 7 days of the request.

**Administering of Medication**

* **Routine Medication** (short term, e.g. penicillin, paracetamol). This will be administered to the child at the time requested by the parent and recorded on Appendix 2 ‘Record of Medication Sheet’. It will be administered by office staff or SLT.
* **Allergy Medication** (piriton). This will be administered to the child if a reaction has taken place.
  + Office staff will make contact with home to ensure medication hasn’t been given prior to school commencing.
  + Office staff/ SLT will administer medication
  + Appendix 2 ‘Record of Medication Sheet’ to be completed
  + Allow time for medication to take effect and review process
* **Emergency Medication** (epi pen, glucopen). This will be administered in the event of an emergency (follow care plan instructions). Care Plans are saved in the child’s GIRFEC folder and a paper copy in their medication bag/box.
  + Nearest staff member to the pupil to administer medication
  + Dial 999 and alert SLT and office staff

STEP 3 –

**End of Session Arrangements**

* All medication to be collected by parents from the main office at the end of term/session. Parents will be advised to return medication (if still required) at the beginning of the new term.

STEP 4 -

**Storage:**

**Classroom** –

* epi pens
* inhalers
* diabetes medication
* allergy medication, e.g. piriton (this is a back-up)

**Office -**

* all prescribed medication (cupboard/ fridge dependent on storage instructions)
* epi pens
* allergy medication, e.g. piriton
* inhalers (this is a back-up)

**Administering of Medication:**

* Whilst in school, Office Staff or SLT to administer oral medication (tablets, capsules, liquids, drops etc).
* Emergency treatment (epi pen, glucopen) will be administered by the nearest (trained) staff member.
* Support Staff, Office Staff and SLT should have their radios on them at all times.
* On trips out of school, the class teacher, support staff member or First Aider will administer oral medication. The class teacher is responsible to ensure the medication is taken on the trip and kept on them at all times. (see specific trip risk assessment). Staff must have their mobile phones on the trip to ensure immediate communication with other staff members on the trip and for communicating with the school office.