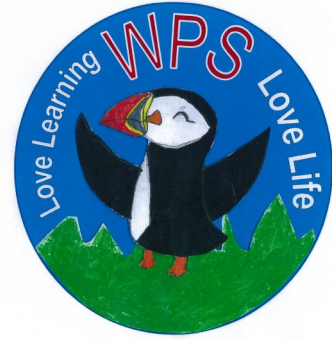


# Parents' guide to medicine in school.



Information detailed below has been taken from the new ***Management of Pupils with Health Care Needs in Schools Policy***. This policy was written by NHS Shetland in partnership with Shetland Island Council and replaces the earlier "Policy on Pupils with Health Care Needs and the Administration of Medicines in Schools, 2011" If you would like a hard copy of this document please contact Corporate Services on 01595 743069. Alternatively visit the school website (For Parents→Policies →SIC Policies) to view a copy.

**In order for the school to follow Council Policy I have bullet pointed actions that need to be taken by parents who wish the school to administer medicine in school to their child on their behalf. We will be following these new guidelines from August 2016. There are some new items so please could you take the time to identify your responsibilities before asking the school to administer any medication. Thank you.**

- Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.
- Parents should ask a pharmacy for transit containers suitably labelled with the pupil's name, medication name, dose and time of administration.
- Some medicines e.g. Asthma inhalers (usually blue in colour) should be readily available to pupils and it would be preferable to allow pupils to carry their own inhalers. We think this would be appropriate for children from P5 upwards. It is at the parents discretion.
- Parents should collect any medicines held in the school at the end of each term.
- Parents are responsible for the disposal of any date-expired medicines.
- Parents are responsible for ensuring that all medicines held at school are within their "use by" date.
- No pupil under the age of 16 years should be given medication without his/her parent's written consent. All forms can be found on the school website (For Parents →Further Information →Guidance and Forms) or collected from the office.
- Please note that staff in schools and Early Years settings must not administer the first dose of a medication that is new to the child.
- If a pupil refuses medication, the school will contact the pupil's parent and in an emergency, the emergency services.
- Parents are responsible for supplying information about medicines that their child needs to take at school and for informing the school of any changes to their prescription. The parents should provide written details including: Name of medication; Dose; Method of administration; Time and frequency of administration; Any side effects; Other treatments.

**Thank you for your continued co-operation to help us manage children with health care needs effectively.**