



# Fintry Primary Procedures for Administering Medicine

Administration of Prescribed Medicines and Meeting the Health Care Needs of Children

Fintry School Procedures: October 2018

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### Request to Administer Prescribed Medicines

- If you request that your child is given Prescribed Medicines at school then the Form for Administering Medicine at School must be completed, signed and returned to school or be completed at school.
- The Head Teacher or Principal Teacher will agree and sign this request. There may be times when the Head Teacher will seek further information to clarify any details that may be unclear. There may be times when the Head Teacher will put in place training and support for staff administering the medicine. Also, there may be times when the Head Teacher will need to take advice from a Health Care Professional.
- If the Prescribed Medicine is ongoing over several weeks or months:
  - A note will be added to the Medical Records in the child's Teacher's file.
  - A Care Plan will be put in Place to ensure that all important information is available to the team around the child. An Emergency Action Plan will be set up for children who have Prescribed Medicines in case of a health emergency at school.
  - This information will be stored in the child's Pupil Profile Record (PPR) and shared with relevant members of staff.
  - The PPR will be marked with a Blue Sticker.
  - The information will also be stored electronically in the school's electronic record keeping system known as SEEMIS.
- UNDER NO CIRCUMSTANCES will an oral instruction from a parent or child concerned be accepted.
- All information regarding medication will be reviewed at the end of each school session and should be confirmed in writing at the commencement of a new session.

### Bringing Medicine to School

- The medicine must only be brought to school in a suitable container.
- Please ensure that the container is clearly labelled with the following information:
  - name of the children and young person
  - name of the drug
  - dosage
  - frequency of administration
  - date of dispensing
  - expiry date of medication
  - storage requirements,(if appropriate)
- The medicine will be stored in a secure location. If the medicine needs refrigerated, it will be stored in an airtight container that is clearly labelled and kept in the fridge.
- When a request is made by parents for children to carry their own medication i.e. for asthma or diabetes this is acceptable. However, it is now compulsory to provide a spare inhaler that should be kept, in case of an emergency, in school.
- For medicines that are needed in school for several weeks or months then the Head Teacher will put in place a Care Plan and an Emergency Action Plan and this will be stored with the medicine and in the child's PPR.
- The Headteacher must provide written confirmation from those staff who are administering the Care Plan that they have read and fully understand the content.
- All prescribed medicines will be carried by the class teacher on any trips outside school.
- Parents will be notified of out of date medicines and asked to collect them. If this has not been undertaken within a two week period, the medication will be transferred to a community pharmacist for disposal.
- All medication remaining at end of the academic year will be transferred to a community pharmacist for safe disposal if not collected by a parent.

### Procedures for Administering Medicine

- Staff in school follow Fintry Primary School Procedures.
- For medicines that are needed in school for several weeks or months then a Care Plan and an Emergency Action Plan will be put in place.
- Staff must sign the Care Plan to give written confirmation that they have read and understood the document.
- Staff who administer medicine must complete a Record Card each time they give the medication to a child and this must be witnessed by a second adult.
- Only measured medication prescribed by a Health Professional will be administered by staff.
- UNDER NO CIRCUMSTANCES will an oral instruction from a parent or child be accepted.
- Prescribed medicine administered to children will be noted and a communication slip will be sent home at the end of the day.