



School Medication Policy

New Machar School will only administer medication for ongoing serious medical conditions such as diabetes, allergies, epilepsy and asthma. For minor and short term conditions such as courses of antibiotics, treatments for colds and temperatures, parents will have to medicate their child before and after the school day. New Machar School will not administer paracetamol or ibuprofen as even a small overdose of these medications can potentially be harmful.

*Parents, as defined in Education (Scotland) Act 1980, are a child's main carers. They are responsible for making sure that their child is well enough to attend school.

If a child is unwell and infectious, that child should not attend school, and if staff deem the child to be too unwell to be at school, parents/carers will be contacted and asked to take the child home. If a child has had vomiting or diarrhoea then that **child must stay away from school for 48 hours from the last bout of sickness.**

*There is no legal duty which requires school staff to administer medication; this is a voluntary role. (Aberdeenshire Council, Supporting Pupils with Medical Needs).

Administering Medication:

- Administering medicines to children are always at the parent/carer's request for a specific illness or incident.
- Parents/Carers must complete Form 1: Request for School to Administer Medication. This will provide details of doses and timing.
- Staff will never administer the first dose of a medication, this must always be tried at home so parents/carers can monitor for any adverse reactions.
- Any medication should be clearly marked with the prescription label identifying the medication and instructions of dosages.
- The medication must have a clear visible expiry date.
- Any medication administered will happen in the Medical Room.
- Medication no longer needed will be returned to parents/carers.
- Staff will complete Form 3: Record of Medication Administered in School every time a dosage is given.
- Staff will notify parents if medication needs replaced, it is then the parent's responsibility to replace the medication. If lack of medication can result in serious illness, then the child will not be able to return safely to school until we have the relevant replacement medication. This is particularly relevant for inhalers, insulin and epi-pens.

- If a child spits out or refuses medication, this must be recorded in the record of medication form, and parents/carers must be notified immediately if it is for a serious condition or at the end of the school day for less serious conditions.
- Any medication required by pupils eg. inhalers, will be carried by staff when participating in activities outside the classroom including visits to the gym hall or multi purpose area.

For children with more serious long term health issues, the School Nurse and other relevant Health professionals , will be involved in agreeing a Care Plan with school staff. If relevant training is required, staff will participate in training that is made available.

Storage and Recording of Medication:

- Medication will be stored in a clearly labelled bag in the Medical Room. This will be in a locked cupboard.
- The medication packaging and accompanying patient information leaflet should be stored with the medication.
- Where relevant medicine spoons and oral syringes should be cleaned after use and stored with the child's medication.
- Staff should check all medication once a term, record the check and return excess, out of date and no longer required medication to parents/carers. Parents should also be informed if medication supplies are running low at this point.

Record of Medication should include:

- Name of the medicine as stated on the dispensing label.
- Strength of medication, for example 500mg or 5mg/10ml.
- Form of medication- capsule, tablet or liquid.
- Quantity of medicine, for example quantity received/given.
- Dosage instructions, for example, one tablet to be taken three times a day.
- Date or record, for example date medicine received/given.
- Time of administration.
- Signature of the person making the record.
- Reasons why a regular medicine not given as prescribed, for example, child refused.

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Written with consideration of Aberdeenshire Council, PP1/PUPIL HEALTH PUPIL HEALTH PUPIL HEALTH, SAFETY AND WELFARE ISSUES SAFETY AND WELFARE ISSUES Supporting Pupils With Medical Needs