



Fernhill School
Administration of Medicine Policy

Different categories of medication

PRESCRIPTION MEDICATION is medication which has been prescribed by a medical professional for the use of a named individual. Although this should also be stored securely, it is not subject to the same monitoring as controlled drugs. The prescription will determine dosage, frequency and method of administration.

HOMELY REMEDIES can be bought without a prescription and, therefore, come with generic directions for use and not specific directions for use for an identified person.

EMERGENCY MEDICATION is medication prescribed by a medical professional to treat a named individual for a potentially life threatening condition. There are specific recognised circumstances when this medication must be administered.

Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to your child's health if the medicine were not administered during the school day. Parents must write to the school detailing what the medication is, why it is being taken, the dosage, time and method of administration. Administration of medicine in school forms are available from the school School Office.

If medication is required at school, storage will only be accommodated in school if accompanied by the appropriate form.

Pupils must bring in the medication in its original container and hand it in to the School Office.

The medication must comply with the following criteria:

- Medication is in the original container in which it was dispensed.
- The original dispensing label must be intact and all necessary instructions clearly visible.
- The name of the person for whom the medication is prescribed is clearly displayed on the label.
- The dosage and frequency of the medication is clearly displayed on the label.
- The route of administration is clearly displayed on the label.
- The expiry date is clearly displayed.

Parents must ensure that any medicines provided for use at school are in date and that any replacements are sent in prior to their expiry date. Expired medicines cannot be administered and will be returned to parents for disposal.

x2 doses of a medication must have been given at home before they can be administered in school, eg. antibiotics.

- * Self-administration of medication in certain circumstances may be possible, for example migraine tablets, where a small supply can be held safely by the senior pupil.

Salbutamol and adrenaline auto-injectors

The Human Medicines (Amendment) Regulations 2014 introduced powers to allow schools to purchase salbutamol inhalers for use in emergency situations without the need for a prescription. Likewise, the Human Medicines (Amendment) Regulations 2017 granted schools the authority to purchase adrenaline auto-injectors to treat anaphylaxis (allergic reactions) in emergency situations without the requirement for a prescription. These are the only circumstances in which schools can purchase medication for emergency situations.

Any pupil who needs to use a salbutamol or other inhaler for asthma should carry it with them at all times, and will be allowed to use it as necessary. A spare named inhaler may be brought in to be kept in the medical room.

Any pupil prescribed an Adrenaline Pen must keep it with them at all times. A second Adrenaline Pen may be stored in the emergency medication cupboard in the medical room along with a supply of their antihistamine.

Should adrenaline pens or inhalers not be provided, pupils may not be permitted to attend school until such a time that these are made available. This decision will be made by the Senior Leadership Team on the advice provided by the School School Offices.

It is the responsibility of parents to ensure that an Adrenaline Pen and/or Asthma inhaler are held by the school, though the school will make reasonable checks to ensure that those held are in date.

All medicines will be sent home at the end of the academic year.

School Trips

Staff supervising trips should be aware of a child's medical needs, relevant emergency procedures, and information about the child or young person's medication which should be accessible in the event of an emergency.

The member of staff responsible for the trip must ensure that a consent form is completed by parents and delivered to the school at least one week before the trip. It is the responsibility of the trip leader to check the forms and clarify any medical issues with the school School Office.

When a senior school pupil with an Adrenaline Pen is travelling off-site during a regular school day, it is their responsibility to ensure they have their medication. If it is a junior school pupil, it is the responsibility of the member of staff on the trip to collect the pupil's medication from the medical room immediately before departure, and return it immediately on arrival back at the school.

Should Prescription Medication be required during a school trip, the teacher responsible for the trip should obtain a Medication Form. Responsibility for the administration of the medication should be negotiated between the pupil and teacher beforehand so that both are clearly aware of their roles.

Should Controlled Drugs be required during a school trip, the teacher responsible for the trip should remain in possession of the medication and ensure that they are kept securely at all times.

Staff can request medication from the Medical Centre when they ask for medical details of pupils. First aid kits will be supplied by the School Offices for all school trips. Medication will be provided in a small bag which should be kept separate from first aid kits and accessible only to staff.

No Homely Remedies e.g. Paracetamol, will be provided other than Piriton (for allergies) unless specifically requested by Teaching Staff and only then if a School Office has given appropriate training.

The Scottish Government has no issue with small stores of over the counter remedies such as paracetamol or hay-fever remedies being held by schools. The key issue is parental consent – obtained on admission to school, on subsequent diagnosis, and annually or for specific school trips. Parental authorisation also helps clarify if a child has received a remedy at home which should not be repeated too soon the same day.

The School Office keeps a stock of homely remedies for common ailments. Parents are asked to consent in writing to administer these medicines as required when their child joins the school or via the annual update form. Any medication given at school is recorded by the School Office on a secure database.

Storage of Medicines

Medicines are stored in a locked cupboard in the School Office's room. However, some medications (Inhalers, Adrenalin Pens and Insulin) are readily accessible in case of emergencies. It is good practice to encourage pupils to manage their own medication for conditions such as asthma, diabetes and severe allergies once they are considered competent to do so.

Medication error

The School School Office will keep a record of every occasion where any medication is administered to a pupil. This documentation will include all relevant pupil details along with the medicine, its dosage and the reason for administration. These records are stored on a secure database. In the unlikely event that a pupil is given the wrong medication, the wrong dose or medication at the wrong time, the School School Office or member of staff administering medication will:

- Ensure that any necessary first aid is promptly administered
- Ensure that, if necessary, the pupil is transferred to hospital for further treatment/investigation
- Inform Parents/Guardian of the situation and any relevant information and/or advice as soon as is possible
- Record all necessary information and keep it securely with the pupil's medical records
- Complete an accident form

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School School Offices

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