



The local authority requires schools to have policies and procedures in place to ensure the effective management of pupils' medical needs.

Greenbrae School aims to meet the needs of, and provide equal opportunities for, all pupils. To fulfil this aim, it is accepted that some children may require to take medication in order to continue to attend school.

In following the procedures set out below, the school staff will take full account of the Aberdeen City Council "Administration of Medicines in Schools and ELC" guidance.

- Healthcare needs will be gathered as part of the admission process for school.
- Only medication supplied by the parent/carer will be administered to a pupil. Where it is considered that medication will need to be administered in school, it should always be supplied by the parent/carer to the school in its original packing including any patient information leaflet. This may require the parent/carer to obtain a separate prescription for medication to be taken and held at school.
- Medication should always be brought to school in its original container, with the box clearly labelled with the pupil's name.
- A pupil may only take medication (including non-prescription) if the parent/carer has completed the school's medication form which can be collected from the school office. If a child or young person suffers regularly from acute pain or symptoms, such as a headache, period pain or hay fever, parents/carers may provide the school with non-prescribed medication alongside clear and appropriate instructions and consent for the medication to be administered (on the school's medication form). Schools are not permitted to hold general supplies of non-prescribed medication.
- With all medication, an adult must always take the medication into school and collect it at the end of the day/session. No child will take any form of medication into or from school.
- All medication will be sent home with an adult at the end of every school term.
- If a pupil suffers regularly from acute pain, such as migraine, the parents/carers should authorise and supply appropriate painkillers in the original container, labelled with their child's name, and should complete a medication form detailing when their child should take the medication. A member of staff will

supervise the pupil taking the medication and notify the parents, in writing, on the day the medication is taken (including the timing and dose given). Parents/carers should be informed before the child returns home from school.

- Each individual child's medication should be kept separate and stored in an individual container, clearly labelled with the child's name. Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- All medication will be stored securely (see separate information below on inhalers). Most medication should be stored in a locked cupboard or container which is out of reach in an area that is below 25C. At Greenbrae School, this is the tall cupboard in the school office. Some medication will need to be stored in a fridge. Storage information will be provided on the medication's packaging or patient information leaflet. At Greenbrae, the fridge in the staffroom (labelled Medication) is used for storing medication. The person administering the medication is responsible for monitoring the temperature of the fridge to ensure it is at the correct temperature.
- Inhalers must be labelled with the pupil's name by parents/carers. It is the responsibility of parents/carers to ensure that in-date medication is provided to the school. Where possible, a labelled spare inhaler should also be provided to the school.
- Pupils will have immediate access to inhalers. Pupils will be encouraged to carry their own inhalers as soon as parents/carers and staff agree they are mature enough. Where pupils are not able to carry their own inhalers, these will be kept in the red medical bag in the pupil's class area (on the back of the classroom door), along with a copy of the medication form, and will be administered by an adult as instructed on the medication form.
- Staff will be aware of pupils who require the use of an inhaler and will remind those pupils whose asthma is triggered by exercise to take the inhaler before any activity and will encourage them to use the inhaler during the lesson if needed. An Asthma plan should be completed by the parent/carer of the child or young person and should also be signed by a member of SLT (headteacher or depute).
- Medicine spoons and oral syringes will be cleaned after use and stored with the child's medication. Adaptors for inhalers like 'spacers' should be cleaned as described in the product information.
- Epi-pens will be kept in the red medical bag in the pupil's class area (on the back of the classroom door), along with instructions for use and a copy of the medication form. All staff will be trained annually on the use of epi-pens. A spare epi-pen should also be provided to the school and will be kept in the school office. **Epi-pens must never be located more than 5 minutes away from where they may be needed.**

- **A child or young person should never be sent to collect their own inhaler or epi-pen outwith the classroom.**
- Red medical bags must be taken with classes/individual pupils at all times.
- School staff should not give the first dose of a new medicine to a child. The first dose of any medication must be administered at home.
- Pupils must always be supervised by an adult when taking medication. This will be witnessed by a second adult.
- Whenever a child is given medication it will be recorded in a folder which is kept in the school office. Both the adult administering and the witness must sign the form.
- Where a child has long term or complex medical needs all teaching staff, including visiting and supply teachers, EYPs and pupil support assistants, will be informed. For those children, a written set of procedures (a healthcare plan) will be drawn up following discussions with parents/carers and the school doctor.
- A healthcare plan will identify the level and type of support that is required to meet a child or young person's healthcare needs.
- Where necessary, staff will be trained in dealing with specific conditions e.g. in administering adrenalin. The headteacher/SLT will ensure that appropriate training is available to staff.
- All staff working in school will have a general awareness of providing support to children and young people with asthma and allergies. The signs and symptoms of an asthma attack and of an anaphylaxis allergic reaction will be given in writing to staff and will be displayed in the staffroom and in the teachers' green folders in the classroom.
- In an emergency situation the emergency services must be contacted immediately. The School Administrator/Janitor will ensure that emergency vehicles have ready access to the school. Where a child has been given medication in error, parents/carers will also be informed immediately and advice sought from a doctor/medical professional.
- Where a child or young person is taken to hospital by ambulance, they will be accompanied by a member of staff who will remain with the child or young person until a parent/carer arrives. The member of staff should take details of the child or young person's healthcare needs and/or details of any medication taken that day.
- If a child refuses to take advised medication parents will immediately be informed. No member of staff will attempt to force a pupil to take medication against their will except in emergency circumstances where non-administration is likely to be life threatening.

- A note of any medication handed in to be administered at school should be kept on the Medication Audit Record in the Medication Folder in the school office. This record should include the pupil's name, the name of medication, the date it was accepted, its expiry date and the date it was returned to parents/carers.
- Pupil Support Staff must ensure that any out of date medication is returned to parents/carers to be disposed of appropriately. Out of date medication must not be administered to children.
- Pupil Medication forms will be reviewed by PSAs every 28 days.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching, to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will ensure close co-operation between our school, parents/carers, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Parental/Carers Responsibilities

Parents and any others who have legal responsibility for the care of children will keep children at home when they are acutely unwell.

Parents/carers will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents/carers are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.

Parents/carers or doctor should provide the school with written details of the:

- name of medication
- dose
- method of administration
- time and frequency of administration

- any side effects
- procedures if the medicine doesn't work

Any medication to be administered in school will be clearly marked with the pupil's name, will be brought to school by the parent/carer and will be delivered to the School Office together with the completed Medication in Schools for Pupils sheet.

It is the responsibility of the parent/carer to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal. The expiry date must be evident on the packaging.

It is the responsibility of the parent/carer to advise the school in writing of any alteration to the prescribed dosage of medication.

Parents/carers must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

The Local Authority Responsibilities

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with Health Professionals. Health Authorities have a duty to facilitate and support training and the local authority/school should be satisfied that training is adequate and appropriate.

Confidentiality

The school staff will treat medical information confidentially.

Training of Staff

First Aid is the responsibility of the Early Years Practitioners and Pupil Support Assistants. Greenbrae School's Senior Management Team is responsible for ensuring that these people receive regular and appropriate training.

Monitoring and Review

We will monitor our procedures in light of any incidents or revised guidelines from Aberdeen City Council.

UNCRC Article 24 – children have a right to the best health possible, to medical care and information that will help them to stay well.