

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

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

In following the procedures set out below the school staff will take full account of the Highland Council policy on 'Administration of Medicines in School'.

- A child may only take medication (including non-prescription) if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a child.
- No child will take any form of medication in school without the written permission of the parent/guardian.
- Pupils will take the medication only when supervised by an adult.
- Whenever a child takes medication it will be entered in the "Administration of Medication" Record Book which is kept in the filing cabinet. Pupils who require long term medication have an individual record sheet (see Appendix 1).
- Staff should discuss the medical needs of pupils in the first instance with the headteacher. It is also likely that it will be necessary to liaise with the school nurse, school doctor and the parents on specific issues.
- All medication will be stored securely in the first aid cabinet. Arrangements are made so as to ensure that it is readily accessible at all times of the nursery day.
- Parents will deliver the medication to the class teacher.
- Where a child has long term or complex medical needs all the staff including visiting or supply staff will be informed. For those children a written set of procedures (protocol) will be drawn up following discussions with parents and School Doctor. Staff are trained by Highland Health Authority staff in dealing with specific conditions.
- In an emergency situation the emergency services must be contacted immediately. A nominated adult will ensure that the emergency vehicle has ready access to the school.
- 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 his/her will except in emergency circumstances where non-administration is likely to be life threatening.

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. Close co-operation between schools, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

Parental/Carer 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.

Any medication to be administered in nursery will be clearly marked with the pupil's name, will be brought to school by the parent/carers and will be delivered to the staff together with a completed consent form.

It is the responsibility of the parent/carers to check that medication is not out of date, that there is a sufficient quantity in the school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

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

Parents/carers may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.

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 nursery 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

Staff will be trained on how to administer emergency procedures for conditions such as severe allergic reactions.

Monitoring and Review

We will monitor our procedures in light of any incidents or revised guidelines from the authority.

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