

GLENBERVIE SCHOOL



Medical Policy Guidance Notes

Policy Statement

We acknowledge that children in our care may have short/long term health conditions that require to be treated with medication while they are attending nursery. We have a duty of care to ensure that we are aware and knowledgeable about any health care needs of our children and that our staff team have the information and training that they require to recognise any associated symptoms and procedures for administering medication and maintaining the appropriate records.

Health and Social Care Standards My Support, My life 2017, Scottish Government.



Aims

We aim to work in partnership with our families to ensure that we are meeting the health care needs of our children. This starts with effective communication, collecting and recording relevant information that is reviewed on a regular basis. We may also be involving other health care professions depending on the nature of the health condition to advise or to provide staff training. By following our procedures, created from best practice guidance means that we can provide the required supervision and administration of medication to keep your child safe.

United Nations Conventions on the Rights of the Child

Article 3

Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.



Article 24

Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

Procedures

During our induction process for new children joining our school, the parent/carer will be asked if their child has any medical conditions as part of completing their child's enrolment. We also inform the parent/carer that it is their responsibility to notify School staff if their child develops any medical conditions e.g. allergies, asthma, diabetes, since starting nursery. We review our data annually and staff will routinely ask about any updates to their child's health during this conversation with the parent/carer. In addition to the Personal Profiles, a Medical Proforma should be completed by the parent detailing the needs, symptoms, immediate actions etc.

***If the Admin is off, her responsibilities will be undertaken by one of the other Admin staff.**

When a parent/carer informs School staff of a medical condition that requires medication to be held in the School the following procedures occur.

- Request for school to administer medication form is completed by the parent/carer and discussed with Admin, who will then share this information with the relevant team.
- Admin to be confident that the person completing the form has parental responsibility. If there is any doubt Admin will refer it to HT
- Admin will ask the parent/carer if the child has been given the medication before. Staff will not administer the first dose of a new medication to a child in case of an adverse reaction. This would not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.
- Admin will share the information contained on the *Request for School to Administer Medication* form with the staff team to ensure that all staff know how to recognise any symptoms and how to administer the medication.
- If a child is accidentally given more than the prescribed dosage, the parent and/or emergency services will be contacted.
- If a child refuses to take medication or spits it out a staff member will contact the parent/carer. If the medication is lifesaving e.g., inhaler/epi-pen staff will administer the medication and the parent will be contacted immediately. GLENBERVIE MEDICATION INFORMATION FORM 6 should be completed – see below
- The School can only accept medication in the original prescribed container/ box and with the information leaflet. This leaflet will be read by all staff. Admin will check that the medication is prescribed to the child and that it is in date.
- Admin to maintain a recording system to inform the parent/carer of upcoming expiration dates to ensure that long term medication that is stored in nursery is replaced as required.
- Request for school to administer medication form and medication is stored in a box/wallet with the child's name, date of birth and photograph displayed on it.
- Medication is stored **Head Teacher Office filing cabinet**, out of children's reach but accessible to staff.
- All medication is stored as per the associated instruction leaflet. If it requires to be refrigerated, it is kept in an airtight plastic box, labelled with the child's name, date of birth and photograph.
- A list of children with photographs who have medication in each classroom and in the Staff room in a folder. Parents are e mailed for permission before doing this.
- Medication to be administered as per the details stated on *Request for School to Administer Medication* form.
- Medication given by staff will then be recorded on the child's medication record and the parent will be told at the end of the session unless Admin decided that a phone call would be more appropriate.
- Medication that has to be given on a 'when required' basis e.g. inhalers: The parent/carer of these children have been informed that it is their responsibility to inform a member of staff if their child has received medication before the start of session. This will then be recorded on the child's medication record (MED FORM 3) and signed by a staff member.
- Adaptors for inhalers like 'spacers' and any other dispensing items e.g. medicine spoons/oral syringes will be cleaned as described in the product information. These items are stored with the child's associated medication. Any special cleaning instructions for dispensing devices will be recorded on the *Request For School To Administer Medication* form.
- Admin will check with the parent/carer that the medication is still required, is in date and that the dose has not changed **at the end of each term**. The parent/carer will be required to sign for no updates and for any amendments to existing administration/dosage. Signing to confirm a change or no change to existing instructions.

- Medication will be returned to the parent/carer when a course of medication has ended, medication bottle empty, when it has expired, or at the end of each term. Parents/carers will sign a section within the *Request for School to Administer Medication* form to indicate that the School has returned the medication to them.
- Admin staff & Teaching Staff are responsible for ensuring that medication is taken on outings and is then returned to the storage cupboard.
- If medication is accidentally administered to the wrong child, the parent/carer will be contacted immediately. If the parent/carer can't be reached, Admin or HT will contact the child's medical practice for advice.
- Admin will inform any supply staff about children who require medication, where the medication is stored, and how to access it. It is our intention that permanent staff who are known to the child will be administering medication.

In addition to the above, the following information is shared and discussed with the parent/carer to ensure the safety of the child.

It is the responsibility of the parent/carer to notify Admin staff of any medication that has been administered to their child before the start of session. This includes medication that the school does not hold for the recorded medical condition e.g. if a child has asthma and the parent has administered paracetamol before attending school.

If a child has diabetes a '*School Management Plan for Pupils with Type 1 Diabetes*' will be required to be completed. These documents will be provided by the School and it is the responsibility of the parent/carer to complete and return it. This will ensure that School staff are working in partnership with home to manage these conditions. The parent/carer will be responsible for updating the medical protocol as needed or on an annual basis and informing School staff of any updates

If a child has asthma it is the responsibility of the parent/carer to provide the school with a copy of the protocol that they receive from the Asthma Nurse.

Training

- Based on the individual health care requirements of the children in our care. The school nurse can advise and source relevant training to meet the needs of our school staff and children.
- HT discusses each child in detail with all staff to ensure that they have the knowledge of each medical condition that presents in school, when and how to administer medication and how to record the details after administration.
- ALDO – Emergency First Aid at Work - Paediatric Focus

Policy Review

This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.

Date of Issue- December 2024

Date of Review – March 2026

Policy Author – Karen Johnstone (HT)

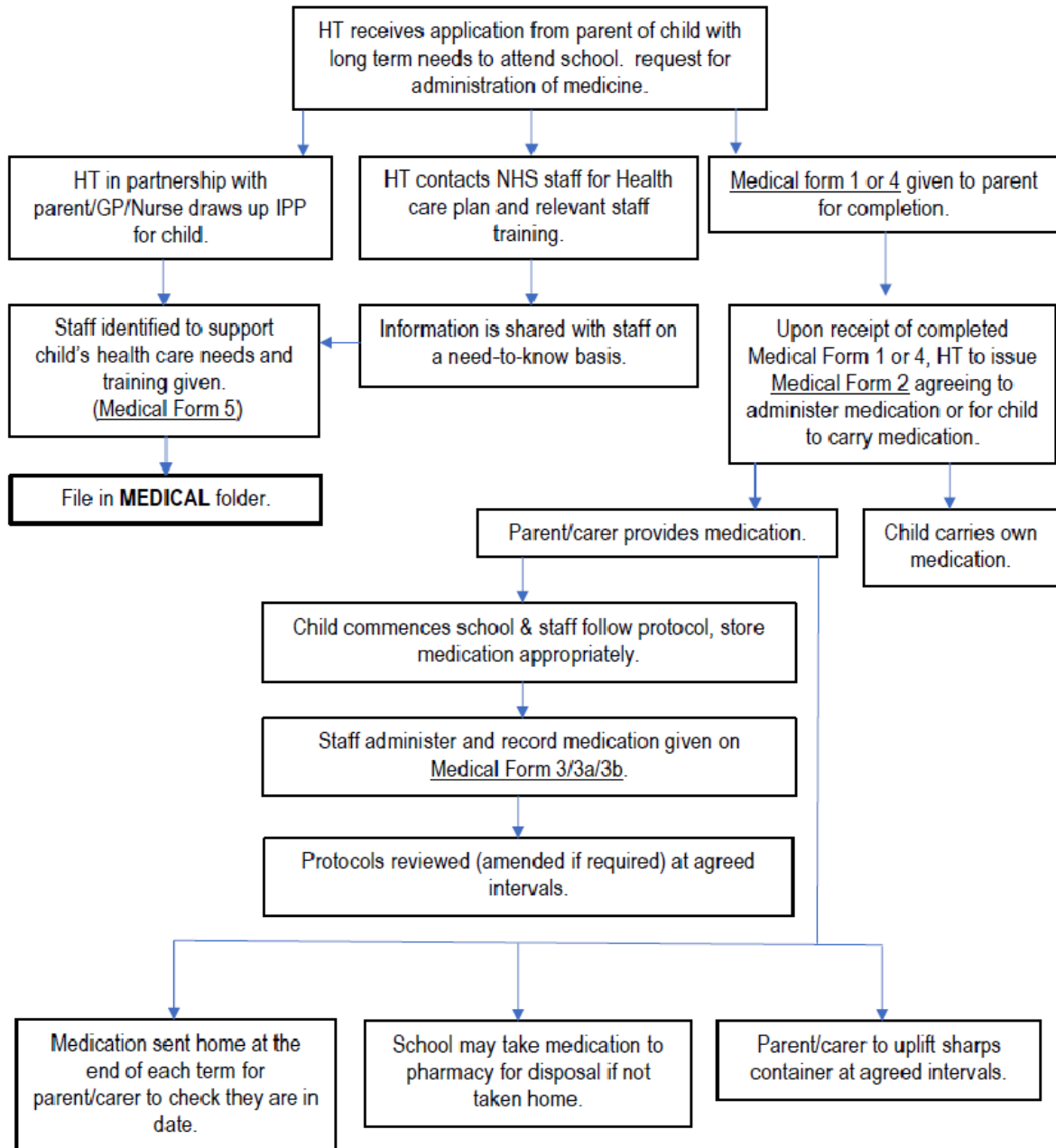
References

Aberdeenshire Council, 2016, *Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments*

SCWIS, 2011, The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations



Long Term Condition



Short Term Condition

