

St. Joseph's RC School



Love Laugh Learn Lead

Medication Policy

UNCRC
Article 24 You have the right to the best health possible and to medical care.

This policy should be read in conjunction with **Supporting Children and Young People with Healthcare Needs in Schools and Early Learning and Childcare (ELC) Settings**

Administration of Medicine in Schools and ELC Settings Guidance

November 2024

Review Date	Changes made	By whom	Date changes shared with staff
22/08/23	Responsibilities of SLT and PSAs	SL	23 rd August 2023
15/11/2024	Fully aligned to ACC administration of Medicine in Schools and ELC Settings Guidance	OF	Feb 2025

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1. RATIONALE

Many pupils will need to take medication in school at times. In most cases the administration of medication will be short-term. Other pupils have medical conditions such as asthma or diabetes that if not properly managed could limit their access to education and the administration of medication in these circumstances is likely to be long term. Some children have conditions that also require emergency treatment and plans e.g. severe allergic conditions (anaphylaxis) or epilepsy. Pupils with such conditions are regarded as having health care needs and may require some support or reasonable adjustments to be fully included in the life of the school. It is important for the school to have enough information from parents/carers about the medical needs of any pupil who requires support in school. Early warning of needs will allow necessary plans, procedures and monitoring processes to be put in place. The school therefore needs to know about any health needs before a child starts school, or when a pupil develops a condition requiring the administration of medication during the school day. This guidance is based on 'Supporting children and young people with healthcare needs in schools Guidance for NHS boards, education authorities and schools (Scottish Government 2017) along with 'Helping Hands' (SOEID) to support best practice in intimate care. Children requiring intimate care require a healthcare plan.

2. AIMS

At St. Joseph's Primary and ELC we aim to:

- provide a high standard of care and education for all our pupils.
- practise inclusion in line with National Priorities
- provide a caring and empathetic service for our parents and pupils
- ensure staff have the necessary information and support to carry out this policy
- form close links with other agencies and professionals

Under the United Nations Convention on the Rights of the Child (UNCRC) all children have a right to the highest attainable standard of health and to health care services that help them attain this. Arrangements depend on an individual's circumstances, considering medical advice, their own views and, where appropriate, their parent's views.

"It is important that responsibility for pupil's safety 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 is crucial in order to help provide a suitably supportive environment for pupils with health care needs to enable them to participate fully in school activities."

Scottish Executive

3. RESPONSIBILITIES

The day-to-day responsibility of supporting the healthcare needs of children and young people in our school and ELC setting is undertaken by support staff working in partnership with the children and young people concerned, their parents, the school management team, teachers, healthcare professionals and school nurses.

These are as set out in Scottish Executive Guidelines

School Responsibility

Many pupils will need to take medication (or be given it) at school at some time in their school life. **Pupil Support Assistants** support the administration of medication in Aberdeen City schools. Mostly this will be for a short period only, e.g. to finish a course of antibiotics. To allow pupils to do this will minimise the time they need to be off school. Medication should only be taken to school when essential and **with the agreement of the headteacher. Senior leadership teams** should ensure appropriate quality assurance arrangements exist to check compliance with this local authority guidance.

Parents / Carers

Working in partnership with parents:

Parents and carers are responsible for making sure that children and young people attend school when well enough to do so and should keep children at home when they are unwell. Parents and carers of children attending ELC work in partnership with ELC practitioners and relevant health practitioners' health professionals to reach an agreement about how their child's needs will be met.

Parents and carers have prime responsibility for their child's health and must provide schools with sufficient information about their child's health needs when first enrolling. This includes informing them of medication required and notifying them if there are any changes to this.

School transition arrangements should take account of the requirement for effective planning of how to meet health needs. Parents and carers should contact the school, at the earliest opportunity, where medical conditions are discovered during the pupils' schooling. This will allow appropriate plans to be developed and agreed.

It is helpful if, where possible, medication can be prescribed in dose frequencies, which enable it to be taken outside school hours. Parents/Carers should be encouraged to ask the prescribing doctor or dentist about this.

Getting It Right for Every Child is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering, if needed, the right help at the right time from the right people. It requires that services work together and in partnership with children, young people and their parent(s) to support children and young people's wellbeing. (Further information can be found at www.aberdeengettingitright.org.uk)

The School Health Service

The School Health Service (NHS Grampian) usually through the school nurse, can provide advice on health issues to parents, children and staff. It may also provide guidance on medical conditions and specialist support for a child with health care needs

and may be able to supplement information already provided by parents, carers and the child's GP. The nurse or doctor may also be able to give advice on training for school staff or take responsibility for other aspects of support.

The Education Authority (ACC)

Aberdeen City Council (ACC) as the employer is responsible under the Health and Safety at Work Act 1974, for all health and safety matters relating to both employees and others who may be affected by their activity. This includes making sure that a school has a health and safety policy which includes procedures for supporting pupils with health care needs, including managing medication.

Staff who provide support for pupils with health care needs, or administer medication are supported by the Headteacher, health service professionals and parents/carers. They should have access to information and training and reassurance about their legal liability. The Education authority must also make sure that their insurance /indemnification arrangements provide full cover for school staff who volunteer to administer medication within the scope of their employment

If staff follow this guidance, they will be fully covered by Aberdeen City Public Liability insurance, a copy of which is available in all schools.

The Headteacher

The Headteacher is responsible for implementing the school policy in practice and for developing detailed administrative procedures for meeting the health care needs of pupils. The Headteacher will need to agree with the parents exactly what support the school can provide for a child with health care needs.

When school staff volunteer to give pupils help with their health care needs, **the headteacher should agree to their doing this**, and must ensure that they receive proper support and training where necessary. Day to day decisions about administering medication and ensuring first aid protocols are in place are the responsibility of the headteacher. The Headteacher should make sure that all parents are aware of the school's policy and procedures for dealing with health care needs.

Where there is concern about whether the school can meet a pupil's needs, or where the parents' expectations appear unreasonable, the headteacher can seek advice from the school nurse or doctor, or other medical advisers and, if appropriate, ACC. It is likely that staff who volunteer to care for complex health care needs will need special training and the headteacher will ensure this is provided.

In the event of any claim being made against the school/staff member, Aberdeen City Council's public liability policy will react to provide cover following documented procedures. Staff who play a direct role in supporting the health and wellbeing needs of an individual child or young person must have access to relevant information about their healthcare needs and about the provision for indemnity against legal liability.

Teachers and Other School Staff

All staff have a duty of care to the children and young people in their care and as such should be aware of how to respond to an emergency situation.

Teachers and other school staff may wish to volunteer to administer medication. Where non-teaching staff are involved the E.A. should satisfy themselves that the arrangements in place for the administration of medicines in schools by such individuals is consistent with their own legal advice on this matter.

Arrangements for training and advice by NHS Boards apply equally to both teachers and non-teaching staff who volunteer to administer medication.

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance. He or she should also be made aware by a health professional of possible side effects of the medication and what to do if they occur.

Headteachers and members of staff should treat medical information confidentially and agree with the parents or carers who should access their medical information

4. ADMINISTERING MEDICATION

The administering of medication in St Joseph's RC Primary will be carried out by PSAs (short-term medication) and members of the Senior Leadership Team (SLT) (long-term medication). No other member of staff will administer medication.

In St Joseph's Primary School SLT and PSA's will administer:

- Prescribed oral medication
- Non-prescribed oral medication (except aspirin)
- Prescribed topical medication
- Non-prescribed topical medication

St Joseph's Primary School staff **will not** administer any medication which is of an intimate or invasive nature.

Medication will be categorised into;

- Short-term medication
- Long-term medication

In ALL cases, medication will only be administered when accompanied by the appropriate form.

Short-term Medication

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, e.g. to finish a course of antibiotics. To allow pupils to do this will minimise the time they need to be off school.

Medication should only be taken to school when essential and with the agreement of the Headteacher.

It is helpful if, where possible, medication can be prescribed in dose frequencies, which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Parents requesting the administering of any medication must do so in writing stating clearly,

- The name of the child
- The name of the medication
- The method of administration
- The dosage of the medication
- The frequency of the dosage
- The dates on which the medication is to be administered
- How the medication should be stored.
- Any other treatments the child is having
- Any known side-effects

The permission letter should be signed and dated by the parent or carer. The medication should be in the original container and instructions and contraindications leaflet should be present.

Long-term Medication

It is important for St Joseph's School to have sufficient information about the medical condition of any pupil with long term health care needs. Early warning of such issues will also allow the necessary procedures to be put in place. We in St Joseph's School are aware that if a pupil's health care needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any health care needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. When a health care plan is needed, it will be drawn up in conjunction with:

- the headteacher

- the appropriate school medical services
- the parents
- other health professionals as necessary
- the child should he/she have sufficient understanding.

5. SCHOOL HEALTH CARE PLANS (Appendix 1 Form 5)

The main purpose of an individual school health care plan for a pupil with health care needs is to identify the level and type of support that is needed at school. A written agreement with parents clarifies for staff, parents and the pupil the help that the school can provide and receive. Schools should agree with parents and medical practitioners how often they should jointly review the health care plan depending on health care needs.

Those who will need to contribute to a detailed health care plan are:

- the School Health Service, the child's GP or other health care professionals (depending on the level of support the child needs)
- the Headteacher
- the parent or guardian
- the child (if sufficiently mature and capable of understanding)
- class teacher (primary schools)/form teacher/guidance teacher (secondary schools)
- care assistant or support staff (if applicable)
- a member of the SLT who has agreed to administer medication or be trained in emergency procedures

The plan will be tailored to the individual needs of the pupil and will include:

- details of a pupil's condition
- special requirements e.g. dietary needs, pre-activity precautions
- medication and any side effects
- what to do, and who to contact in an emergency
- where medication is stored
- the role the school can play.
- how often and when the plan should be reviewed

6. SHARING INFORMATION and CONFIDENTIALITY

Headteachers and members of staff should treat medical information confidentially and agree with the parents or carers who should access their medical information

Staff who may need to deal with an emergency will need to know about a pupil's health care needs and how to seek help if necessary. The Headteacher must make sure that supply teachers are also fully informed. When a pupil attends another establishment as part of their school curriculum the Headteacher should ensure that organisers are aware of relevant medical conditions.

The Headteacher and school staff should treat medical information confidentially. Information on a pupil's health care needs is likely to be covered by the Data Protection Act 1998. Care must therefore be taken to ensure that consent is obtained before passing information to another party. By virtue of the Age of Legal Capacity (Scotland) Act 1991, a person under the age of 16 has legal capacity to consent to any surgical, medical or dental procedure if in the opinion of a health professional that person is capable of understanding the nature of the treatment. Any exchange of information should be with the consent of the child (if he/she has the necessary capacity to understand why) or otherwise the parent or guardian. Once consent has been obtained sensitive information about a pupil should be shared only with those who need to know. Escorts and others should only be told what is necessary for them to know to keep the child safe. **Once agreed some information will be kept in the register for all staff to see.** Confidential records will only be referred to discreetly and staff will be expected to familiarise themselves with a notified need.

7. STAFF TRAINING

The school and ELC management team should be aware of the arrangements in place for staff training and resources for raising awareness. They must be satisfied that the training gives staff sufficient knowledge, understanding confidence and competence appropriate to their role and kept up to date.

The health care plan may reveal the need for a member of the SLT to have further information about health care procedures or specific training in administering a medication or in dealing with emergencies. This will be arranged by the Headteacher. The staff member should **never** administer medication without appropriate training from health professionals.

Emergency Procedures:

All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. Wherever possible a pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent/carer arrives. The member of staff should have details of any health care needs and medication the pupil has. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. Wherever possible the member of staff should be accompanied by another adult and have public liability vehicle insurance.

Schools may also need to make special arrangements for any emergency medications that children and young people require. The Human Medicines (Amendment) (No.2) Regulations 2014 amended give schools a power to buy and hold salbutamol inhalers for use in emergencies with children and young people who are diagnosed with asthma. Further guidance for school staff on how to respond if a child or young person is having an asthma attack can be found in appendix 6.

Training Needs for Staff in Supporting Pupils with Health Care Needs

General awareness raising training of common conditions is available to ensure that staff in school have a basic understanding of these, can recognise symptoms and seek appropriate support. Common medical conditions include, for example, asthma, diabetes epilepsy, eczema, and allergic reactions (including anaphylaxis)

Irrespective of whether staff in St Joseph's Primary School have volunteered to support pupils with health care needs and administer medication to these pupils, they may come into contact with such pupils during the course of a school day. A basic understanding of these common conditions will help staff recognise symptoms and seek appropriate support. For this purpose a copy of information packs for teachers regarding these conditions are available in the DHT's office. All staff must take an opportunity to familiarise themselves with the information as part of their professional responsibilities.

Those members of staff who have volunteered to administer medicine to pupils with health care needs require more detailed training. Specific training needs involving other conditions may also be identified in individual pupil's school health care plans. St Joseph's Primary School will endeavour to provide training where appropriate. This may take the form of 'in-house' CPD or courses offered by external agencies.

8. SELF-MANAGEMENT

The Scottish executive advises that it is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age and suggests schools should encourage this. If pupils can take their medicine themselves, staff may only need to supervise. An example would be inhalers for pupils with asthma and children with diabetes who may require to inject insulin during the school day. St Joseph's Primary School provides appropriate facilities to allow the pupil to do this in private.

In St Joseph's Primary School children in nursery and in primary 1-4 will not be allowed to self-administer unless parents stipulate this in a Health Care Plan. Children in primary 5-7 may if it is considered appropriate. We require parents to complete a Self-Medication Form if their child is to administer his/her own medication. This medication must be given to the teacher and stored in a safe place. **It is the responsibility of the pupil to remember to take his/her medication.** Medication which requires refrigeration can only be stored in the staffroom fridge.

9. REFUSING MEDICATION

If pupils refuse to take medication, school staff cannot force them to do so. The school will inform the child's parents as a matter of urgency if the child is below the age of legal capacity. If necessary, the school will call the emergency services for an ambulance.

10. RECORD KEEPING

Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects.

Detailed records will be kept in the school office. These will be kept, in most cases, for a period of 5 years and then destroyed.

Headteachers/Managers must record any near-miss incidents relating to Administration of Medication through ACC Incident and Near Miss Reporting Procedure.

11. STORING MEDICATION

Where a school agrees to store medicine, the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty is contained in the Control Of Substances Hazardous to Health Regulations 1994 (COSHH).

(Scottish Executive)

- St Joseph's School will only store weekly or monthly supplies of any medication it has agreed to in accordance with a Health Care Plan that has been drawn up.
- Medication must be in the original container with the name of the drug, the dosage frequency and expiry date clearly labelled. (Only appropriate health professionals should ever transfer medicines from their original containers)
- In ELC medication is stored in a plastic, lidded box clearly labelled with child's name , DOB and a photo of the child
- It is the parents' duty to arrange and replace medication that has expired.
- Parents may require a separate prescription for the medication taken at school.
- Where a pupil needs two or more prescribed medicines, each should be in a separate container.
- The Headteacher will be responsible for making sure that medicines are stored safely.
- Pupils will know where their own medication is stored and who holds the key.
- Where a child is managing medication themselves, e.g. inhalers, they normally should not be expected to give up their medication for storage. A risk assessment will be carried out if this arises.
- The Headteacher will ensure that all staff including relief staff will know where to obtain keys to the medicine cabinet in case of emergency.
- School and ELC settings are not permitted to hold non- prescribed medication. If a child or young person suffers regularly from acute pain or symptoms , such as headache , period pain or hay fever parents must provide the school with non-prescribed medication alongside clear and appropriate instructions and consent for the medication to be administered

Disposal of Medication

Date expired medicines or those no longer required for treatment should be returned directly to the parent or carer to return to a pharmacy for safe disposal. Medication that is in use and in date should be collected by the parent or carer at the end of term.

Hygiene and Infection Control

All staff are familiar with standard infection control precautions for avoiding infection and follow basic hygiene procedures such as handwashing. Staff have access to protective disposable gloves for spillage of blood or other bodily fluids and disposing of dressings or equipment .

Our ELC setting has an infection control policy that outlines safety and protocols required by the Care inspectorate

Intimate Care

Support to meet a child or young person's intimate care needs may be covered as part of an individual health care plan. This may involve areas of personal care such as toileting. Staff must protect the right's and dignity of the child at all times.

12. SCHOOL TRIPS

In line with the Scottish Executive St Joseph's Primary School believes it is good practice for pupils with health care needs to be encouraged to participate in school trips or sporting activities, wherever safety permits.

For further information on school trips see the Scottish Office Education Department Circular 10/94 'Guidance on Safety in Outdoor Activity Centres'.

Excursions During the School Day

It is the parent's responsibility to ensure that their child has the correct medication with them in the event of an excursion. Pupils in nursery to primary 4 who require medication during the trip should be accompanied by a parent or carer. Parents are always welcome and indeed needed on excursions to provide the required ratio for supervision, therefore including a particular parent or parent representative should not be an added problem.

Sometimes the school may need to take additional safety measures for outside visits and should assess and mitigate risk through the provision of reasonable adjustments and proportionate actions where possible. This should form part of the general risk assessment process prior to any school trip or work placement. Consideration should be given to the appropriate lines of communication in an emergency. Arrangements for taking any necessary medication will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures. Sometimes an additional member of staff parent or carer might accompany a particular pupil. It is expected that the good practice contained within this guidance will always be followed during school trips. The Aberdeen City Educational Visits Policy forms are used to gather information on medical needs. Parents who have failed to return the medical forms should be supported to complete them as incomplete forms would result in the pupil not being able to participate. The administration and recording of medicines administered on school trips should be in accordance with this guidance.

Residential Trips

Trips which require the pupils staying away from home will require careful planning. Parents will be required to inform the headteacher at least one month in advance if their child has a medical condition requiring attention and medication during the trip. The headteacher will arrange a meeting to discuss the needs of the child and to prepare a health care plan if one is not already in place. The parents will then be asked to complete the necessary forms explaining procedures and giving permission for staff to:

- supervise medication
- seek medical intervention
- administer medication if necessary
- store medication

A copy of the permission forms will be given to:

- The parents
- The excursion centre
- The member of staff accompanying the pupil
- The school record file

Here in St Joseph's Primary School we endeavour to have a member of the SMT accompanying the residential trips. If this is not possible arrangements will be made to:

- Have the parent accompany the trip
- Have a volunteer from the staff willing to administer medication

The volunteer member of staff will be given all the necessary information and training necessary. The Headteacher will be required to give written permission for the member of staff to give medication as this deviates from normal school policy.

Appendix 1

Form 1: Parental consent for child/young person to carry own medication and self-administer under supervision

**** This form must be completed by parents/carers**

Pupil's Name	
Class	
Address	
Condition or illness	
Name of Medication	
Procedure to be taken in emergency	

CONTACT INFORMATION

Name	
Daytime telephone number	
Relationship to child	

I consent for my child to carry their own medication and to self-administer it as necessary, under supervision. I have discussed the importance of adhering to the guidance for this medication.

Signed **Date.....**

Relationship to child

The information on this form should be reviewed every term

Appendix 1

Form 2: Parental request for staff to administer medication

The school will not give your child medication unless you complete and sign this form, and the Headteacher or member of the senior leadership team has agreed that school staff can administer the medicine.

Child/Young Person

Surname		Forename	
Address			
Class			
Date of Birth		M <input type="checkbox"/>	F <input type="checkbox"/>
Condition or illness			

Medication

Name/Type of Medication <i>(as described on the container)</i>			
Length of time medicine will cover	Date Dispensed	/	/
	Expiry Date	/	/
Full directions for use			
Dosage and method			
Timing			
Special precautions			
Side effects			

Contact Information	
Name	
Relationship to child/young person	
Contact phone number	
<p>I accept responsibility for:</p> <ul style="list-style-type: none"> ● delivering my child's medication to school, and to replace when required ● ensuring that medication is correctly labelled in the original pharmacy packaging and has not passed any 'use by' date ● providing a clearly labelled airtight container ● advising you immediately of any change of treatment prescribed by any doctor or hospital. 	
Signature	
Date	

The information on this form should be reviewed every 28 days

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Aberdeen City Council to ensure that your child, or the child for whom you have parental responsibility, receives the correct medication and that they receive appropriate medical treatment when required. This information may also be shared with NHS staff if necessary. It will also be shared if we are required to do so by law. For further information, please visit our website: aberdeencity.gov.uk/your-data

Appendix 1

Form 3: School agreement to administer medicine to a named child

I agree that <i>(name of child)</i>	
will receive <i>(quantity and name of medication)</i>	
Every day at <i>(time medication to be administered e.g. lunchtime or afternoon break)</i>	
This child will be given/supervised whilst they take their medication by <i>(name of staff)</i>	
This arrangement will continue until <i>(Either end date of course of medicine or until instructed by parents).</i>	

Signed..... **Date**.....

(Headteacher/Designated Manager)

Appendix 1

Form 4: ELC consent for administering medication

Name of Setting	
Child's Name	
Date of Birth	
Parent/Carer's Name	
Contact Number	
Emergency Contact	
Contact Number	
Please be aware that failure to bring your child's required medication will result in your child being unable to attend the session. Please ensure that the information you provide is exactly as stated on the label of the prescribed medication, any variations will prevent us from being able to administer the medication to your child.	
Name of Medication	
Expiry Date	
Type/Strength of meds	
Reason for giving meds	
Dosage	
Date/time(s) to be given	
Time last dose given First dose must be given at home	
If medication is to be given "when required", please provide details of specific signs and symptoms:	
How often can medication be repeated safely:	
What may happen if medication is not effective and what should we do if this happens? This includes refusal to take medication	
I agree to Early Years staff administering the above medication to my child	
Parent/Carer Signature	

Date	
Staff Signature	
Date	

3 Monthly review (Long Term Medication). If there are any required changes, please complete new form.		
Review Date 1	Review Date 2	Review Date 3
Parent Signature:	Parent Signature:	Parent Signature:
Staff Signature:	Staff Signature:	Staff Signature:

Appendix 1

Form 5: Health Care Plan

Health Care Plan for a Pupil with Medical Needs

Date:

Name of Pupil	
Date of Birth	
Class	
Medical Condition/Needs	

Contact Information

Family Contact 1

Name			
Phone Number:	(home)		(work)
Relationship			

Family Contact 2

Name			
Phone Number:	(home)		(work)
Relationship			

GP

Name			
Phone Number			
Clinic / Hospital Contact			
Name			
Phone Number			
Plan prepared by:			
Name			
Designation		Date	/ /
Distribution :			

School Doctor		School Nurse	
Parent		Other	

Describe condition and give details of pupil's individual symptoms:

Medication	
Details of dose	
Method and time of administration	

Daily care requirements (e.g. before sports, dietary, therapy, nursing needs)
Action to be taken in an emergency
Follow up care
Members of staff trained to administer medication for this child <i>(State if different for off-site activities)</i>

I agree that the medical information contained in this form may be shared with individuals involved in the care and education of *(Child's Name)*

Signed Date.....

Parent/Carer (or pupil if over legal age of capacity)

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Aberdeen City Council to ensure that your child, or the child for whom you have parental responsibility, receives the correct medication and that they receive appropriate medical treatment when required. This information may also be shared with NHS staff if necessary. It will also be shared if we are required to do so by law. For further information, please visit our website: [**aberdeencity.gov.uk/your-data**](https://aberdeencity.gov.uk/your-data)

Appendix 1

Form 6: Asthma Plan

Child or young person's name	
Date of birth	
Address	
Condition or illness	Asthma
Triggers (if known)	Colds / viral infections / pollen / exercise / laughter / stress / others – please specify:
MEDICATION	
Inhaler medication <i>(as described on the container)</i>	
Dosage	
Method of administration <i>(i.e. via aero chamber)</i>	
Time of administration <i>(i.e. before PE)</i>	
Where is medication kept	
Special precautions	
Expiry date of medication <i>(Parent must ensure that in date and properly labelled medication is supplied)</i>	
Possible side effects	
Self-administration	
Prescribed by	GP, Hospital, Other (specify):
Name of prescriber	
Address of prescriber	
Written instructions from a medical professional are required. The written instruction on the medication is normally sufficient if it is the original pharmacy label as this matches the prescription from the GP.	

Procedures to take in an emergency:			
CONTACT INFORMATION			
Name			
Daytime telephone number			
Relationship to child			
I accept responsibility for: <ul style="list-style-type: none"> • delivering the medication, and to replace when required • ensuring that medication is correctly labelled in the original pharmacy packaging and has not passed any 'use by' date • checking whether the school holds emergency medication that is appropriate for my child and have indicated if this is suitable in the form above • advising you immediately of any change of treatment prescribed by any doctor or hospital. 			
Parent/carer signature		Date	
Child/young person signature where appropriate		Date	

SCHOOL AGREEMENT			
Name of staff volunteers (to support as required)			
NHS comments			
Signed:		Date:	
<i>(Headteacher/designated manager)</i>			

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Aberdeen City Council to ensure that your child, or the child for whom you have parental responsibility, receives the correct medication and that they receive appropriate medical treatment when required. This information may also be shared with NHS staff if necessary. It will also be shared if we are required to do so by law. For further information, please visit our website: aberdeencity.gov.uk/your-data

Child-Friendly Asthma Action Plan

Name			
Training received			
Date of training			
Training provided by			
<p>I confirm that has received the training detailed above and is competent to: <i>(highlight as appropriate)</i></p> <p>Administer the medication prescribed</p> <p>Carry out the procedure described above</p>			
Trainer's signature			Date
I confirm I have received the training detailed above			
Staff signature			Date
Suggested date for refresher training	By	Date completed	
Suggested date for refresher training	By	Date completed	
Suggested date for refresher training	By	Date completed	
Suggested date for refresher training	By	Date completed	

Appendix 2

Emergency medication information for parents/carers

Guidance for parents/carers on arrangements for dealing with a child or young person requiring essential or emergency medication

Should your child have a medical condition that may require administration of medication during school hours:

The school will:

- hold medication, under secure conditions in the clearly marked storage box
- provide parental request form for either medication administered by staff or self-administered by the child or young person
- ensure awareness raising or training is provided by healthcare professionals in respect of the administration of medication as appropriate

You or your trusted representative, are responsible for:

- providing consent for the administration of medication for your child
- supplying this medication to a responsible member of staff .You should not send it to school with your child
- maintaining up to date medication
- providing an appropriate storage box clearly marked with your child's details
- collecting medication at the end of day or term as appropriate
- obtaining written instructions from a medical professional regarding the medication
The written instruction on the medication label is normally sufficient if the original pharmacy label remains attached as this matches the prescription
- ensuring any changes to medication are communicated to school staff

If your child requires long term or emergency administration of medication an individual Health Care Plan or Asthma Plan will be completed in consultation with you, the child/young person and a healthcare professional where appropriate. A Health Care Plan contains details of your child's medical condition, medical treatment, emergency contacts and staff volunteers.

If you have any queries about the management of your child's medical condition within school, you should contact the headteacher.

Appendix 3

Medicines in schools information for parents/carers

Dear Parents and Carers,

Medicines in Schools

Where children or young person require regular medication to be administered or self-administered during the school day, parents should complete the relevant request form available from the school. This may include written guidance from a medical professional (your GP or Specialist) but please note the written instruction on the medication is normally sufficient if it is the original pharmacy label as this matches the prescription.

Some children or young people carry inhalers for asthma and related illness, which they self-administer at school. It is necessary that parents of children who carry their own medication complete the appropriate form so that an up-to-date record is held for each child carrying medication to school. Please contact the school for the appropriate form.

If a child or young person suffers from a chronic illness requiring long term medication or where medication may be required in an emergency situation, parents must contact the headteacher to discuss the situation. Children or young people with asthma should have two inhalers available at all times, one should be held by the school for occasions where the child's own device has run out or is not immediately available. For those at risk of anaphylactic reaction two prescribed Adrenaline Auto-Injectors (AAIs) must be available at all times. This is particularly important for children and young people who also have allergic asthma as they are at increased risk of a severe anaphylactic reaction.

Yours sincerely

Headteacher

Appendix 4

Use of emergency inhaler letter template

To inform parents or carers of Emergency Salbutamol Inhaler use

Child or young person's name:

Class:

Date:

Dear

This letter is to notify you thathas had problems with their breathing today. This happened when

.....

.....

Please delete as appropriate

A member of staff helped them to use their own asthma inhaler.

OR

They did not have their own asthma inhaler with them, so a member of staff helped them to use their spare prescribed asthma inhaler, held by school. They were given ___ puffs.

Please contact your doctor to supply an inhaler for your child to use in school.

We strongly advise that you pass this information on to your doctor as soon as possible to see whether your child needs further medical assessment.

Yours sincerely,

Appendix 5

How to respond to an asthma attack

Signs of an asthma attack

The child's reliever inhaler (usually blue) isn't helping, and/or any of the following:

- they are coughing, wheezing or short of breath;
- they say their chest feels tight or if a younger child reports that they have stomach ache; - they are unusually quiet; - they are unable to talk or complete sentences.

STEP 1: If a child is having an asthma attack the following steps should be taken

- Check that the child is confirmed as having asthma and is on the school's asthma register
- Send someone to get the child's own inhaler and spacer. If a child does not have their reliever inhaler in school, use the spare emergency inhaler if there is one available on the school premises
- Stay with the child
- If possible do not move the child but allow space and privacy

STEP 2: Stay calm and help them to take their inhaler

- Encourage the child to sit in an upright position
- Stay calm and reassure the child
- Prime the inhaler (2 puffs into the air)
- Help the child to take two doses (2 puffs) of their inhaler, one dose at a time, shaking inhaler between doses. A spacer may be used to help ensure that the medicine reaches the lungs
- If no better repeat a dose every 30-60 seconds up to 10 doses

STEP 3: Call 999 for an ambulance if:

- Their symptoms are getting worse or they are becoming exhausted
- They don't feel better after 10 doses
- If you are worried at any time, even if they haven't yet taken 10 puffs

When calling an ambulance give clear details and confirm the entrance to the school if there is more than one entrance. Record all information including the time inhalers were given.

If the ambulance takes longer than 15 minutes, repeat STEP 2 and call emergency services again.

Useful information about the management of asthma

Asthma UK Website <https://www.asthma.org.uk/advice/asthma-attacks/>

My Lungs, My Life <http://mylungsmylife.org/>

Appendix 6

How to respond to an anaphylaxis allergic reaction

Anaphylaxis is a life-threatening systemic allergic reaction. It can be triggered by a broad range of allergens. The most common allergens are certain foods, drugs, and venom, including wasp and bee stings.

The following symptoms are signs of a **mild to moderate** allergic reaction:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden changes in behaviour

The following symptoms are signs of **anaphylaxis (a life-threatening allergic reaction)**:

- Persistent cough
- Swelling in the throat (altered/hoarse voice)
- Difficulty swallowing and/or a swollen tongue
- Difficult or noisy breathing or wheezing
- Persistent dizziness. dizziness, feeling faint, tiredness (symptoms of low blood pressure)
- Becoming pale or floppy
- Suddenly sleepy, or they become unconscious

If in doubt about severity, or if previous reactions have been severe, the individual should use an adrenaline auto-injector.

STEP 1: At first signs of a severe allergic reaction use the adrenaline auto-injector

STEP 2: Call 999, ask for an ambulance and state “anaphylaxis”, even if symptoms are improving

STEP 3: Lie flat with the legs raised in order to maintain blood flow. If you have breathing difficulties sit up to make breathing easier

STEP 4: Seek help immediately after using the auto-injector and stay with the person while waiting for the ambulance

STEP 5: If the person does not start to feel better, the second auto-injector should be used 5 to 15 minutes after the first

Check the expiry date of the adrenaline auto-injectors and obtain replacements before they expire. Expired injectors will be less effective.

Appendix 7

Useful Documents and Organisations

[UN Convention on the Rights of the Child - UNICEF UK](#)

[Getting it right for every child \(GIRFEC\) - gov.scot](#) (www.gov.scot)

[Guidance on education for children and young people unable to attend school due to ill health \(Scottish Government 2015\)](#)**[ALISS \(A Local Information System for Scotland\)](#)**

ALISS is a search and collaboration tool for Health and Wellbeing resources in Scotland. It helps signpost people to useful community support. For more information visit <https://www.aliss.org/>

Allergy UK

Allergy UK is a national charity for people living with all types of allergies, working with government, healthcare professionals and other professional bodies. For more information visit <https://www.allergyuk.org/>.

Asthma + Lung UK

Asthma + Lung UK is dedicated to improving the health and wellbeing of people affected by asthma. The charity provides a wide range of information and resources on their website, including downloadable asthma action plans. Printed information booklets and other resources are available on request, and bulk copies are available for purchase by healthcare professionals. For more information visit Asthma UK's website at asthmaandlung.org.uk

The Butterfly Trust

The Butterfly Trust works to support and empower people with Cystic Fibrosis. For more information visit their website at www.butterflytrust.org.uk.

Care Inspectorate

The Care Inspectorate regulates and inspects care services in Scotland to make sure that they meet the right standards. For more information visit www.careinspectorate.com

Children's Health Scotland

Children's Health Scotland is dedicated to informing, promoting and campaigning on behalf of the needs of all sick children and young people within the healthcare system. For more information visit <https://www.childrenshealthscotland.org/>

Contact a Family Scotland

Contact a Family is a national charity that provides information, advice and support for families with disabled children. For more information visit their website at <http://www.cafamily.org.uk/scotland>.

Contact a Family has an online A-Z directory of medical conditions. It contains an overview of a number of common and rare conditions, and signposts further information where it exists. The directory can be accessed at <https://contact.org.uk/scotland>

Diabetes Scotland

Diabetes Scotland works to raise awareness, improve care and provide support and information for people with diabetes and their families. For more information visit diabetes.org.uk/in_your_area/scotland

Epilepsy Scotland

Epilepsy Scotland aims to improve access to services, enabling them to lead full and active lives. It also provides useful resources for staff in schools and the school health team. For more information call 0141 427 4911 or visit <http://www.epilepsyscotland.org.uk/>.

There are also a range of resources for schools on Young Epilepsy's website at <http://www.youngepilepsy.org.uk/>