



# Laurencekirk Primary School

## Health Care Protocol

**Written**

**October 2016**

**Review**

**October 2018**



**UNCRC Article 16: Right to Privacy**

**Introduction**

Children have the right to an education and this protocol is in place to support children with health care needs during school hours.

**Rationale for Health Care Protocol**

This protocol should be read in conjunction with Aberdeenshire Council's Supporting children and Young People with Health Care Needs and Managing Medicines in Educational Establishments available from <https://www.aberdeenshire.gov.uk>

**How was this policy created?**

In line with Aberdeenshire Council's *Supporting children and Young People with Health Care Needs and Managing Medicines in Educational Establishments* policy and in consultation with staff and parents.

**Responsibilities**

**Parents/Carers**

The responsibility of a child's health lies with the parents/carers. It is their responsibility to ensure that the child is fit and able for school.

**Head Teacher**

It is the Head Teacher's responsibility to ensure:

- the policy is in place in the school and procedures (this document) are followed.
- the policy and procedures are available to parents.
- Record keeping is maintained
- Risk assessments are completed if and when relevant.

## Laurencekirk Primary Medication Protocol



It is also the Head Teacher's decision as to the medicine that can be given in school.

### **Staff**

Staff are not duty bound to give medication and this is done on a voluntary basis. Staff will receive training in managing medication but are not medical staff. There is no school nurse on the premises.

### **Procedures for long term medical treatment or health care**

The Head Teacher will arrange a meeting with the parent/carer prior to any agreement to provide additional support and care for a child.

This will include completion of Med Form 7 to capture the individual needs and Med Form 1 if medication is required. Some children will require only one of these forms and some will require both.

Further to this meeting, the Head Teacher may contact health professionals and other agencies to discuss any concerns on implementing a protocol.

**At this point no medication or support will be given until Form 2 (Confirmation of the Head Teacher's Agreement to Administer Medication) will be given.**

Parents/Carers should make appropriate arrangements to administer medication on their own.

If the medical condition involves Epilepsy and medication for it Form 3b should be completed.

### **Procedures for short term medical treatment or health care.**

The Head Teacher or school office will release Med Form 1 and/or 7 to the parent/carer to be completed. This does not constitute acceptance to administer medication.

This will be considered by the Head Teacher.

**It should be noted that as a general rule, medication that can be given three times a day or in 6 hourly cycles will not be administered at school as these can normally be adjusted to be taken before and after school.**



It may also be appropriate to arrange for home lunches to allow your child to take medication at home.

Ultimately, the parent must ask if the child is well enough to be at school.

### Children carrying their own medication

Due to bags being left in communal areas and ages of children that are in a Nursery and Primary School, we would discourage children carrying their own medication.

This rule does not apply to blue inhalers. NHS encourage children to carry their own inhalers. Accidental use by non Asthmatic children may cause side effects but on the whole they are not dangerous

[Http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx](http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx)

The benefits to carrying the reliever inhaler outweighs the accidental use.

Children carrying their own inhaler must have Med Form 4 completed by a parent before this is brought into school. It is also useful to ask the Pharmacist to attach the label to the canister rather than the box, so that it can be handed back if lost.

If you wish your child to have an Emergency inhaler stored in the First Aid Room then Procedures for short term medical treatment or health care must be followed.

### Anaphylaxis/Allergies

Deemed as an extremely dangerous allergy, the above procedures for Long term medical treatment or health care will be completed.

It should be noted that medicine will be stored in the classroom and office (unlocked) to ensure quick action is taken.

Although medical needs are personal and confidential, the school deems this medical need and protocol as requiring immediate support and therefore will display posters in communication bags (dinner bags), labelling them with ALLERGIES and on staffroom and kitchen walls.

### Procedures for administering medication

Please note that these procedures are only followed when Form 2 is completed and received by both office and parent/carer.

## Laurencekirk Primary Medication Protocol



1. Medication is delivered to the school by an adult over 16 years old. **This medication must be prescribed to your child and have the label intact.**
2. Medication is recorded on Medication Drop off at school internal proforma.
3. Each time medication is given to the child Med Form 3 will be completed by the medication administrator (and a witness in Nursery).
4. It should be noted that when a new sheet starts for the same medicine this should be numbered 1,2,3,4 etc.

### Non Prescription Medicines

Generally, non prescribed medicines will **not** be administered in the school. If your child requires medicines that are sold over the counter regularly then an appointment with a medical professional should be sought.

This does not apply to residential trips.

### Non-Regular medication

If Non-Regular medication is agreed then a TEXT message or phone call will be sent/made to the Parent/Carer informing them of the time of the medication administration.

**A phone call must be made to the school to inform them if medication that is agreed to be given has been given, avoiding overdosing.**

### Data Protection/Confidentiality

If deemed necessary by the head teacher, your child's medical needs will be disclosed to the school office, management team, class teacher and support staff. This list is not conclusive.

You agree to this in Med Form 7.

### Disposing of medication/Replacing medication out of date

It is the parent/carer's responsibility to dispose of and/or collect medication from the school office. This will not be handed to a child.

The parent/carer must also be responsible for replenishing stock of medicines and the school encourage the use of a diary (such as your phone) to remind them to reorder and replenish medicines.

## Laurencekirk Primary Medication Protocol



The school will not be responsible for your child missing a dose.

Form Medication Pick up (Internal form) should be completed for returning of medication to parents/carers.

### Notifiable Diseases (Communicable Diseases)

The school will inform the parent if a disease is notifiable and may ask the parent to keep the child from school for a set amount of time, stipulated by the Exclusion Policy set out by NHS Grampian.

### Training of staff

The administration of medication is undertaken voluntarily by staff and training will be provided by the School Nurse and other agencies as seen fit. Med Form 5 should be completed, stored in the Employee's staff file and kept in the binder that contains the Record of Medication Administered in School.

### Retaining information

A child specific polypocket should retain dose grid, med form approval and pick up and drop off copies of medication for the academic year. This should be stored in the Medical Room.

Please note that after the academic year or if the prescribed medication is no longer required, paperwork should be returned to the PPR.

Amendment tracker

31 October	Protocol created
7 November	Amendments in line with our internal proformas