

Storing and Administering Medicine Guide

Insch School



Our vision is **Reach for the Stars.**

Insch School's

Storing and Administering Medicine Guide

Roles and Responsibilities

It is the responsibility of class teachers to be aware of the medical needs in their class. Parents should update school with any medical changes and the school administrator will pass on new medical needs to the class teacher as and when it arises. In the case of the Nursery, the Early Year's Practitioner Lead is responsible for ensuring the Nursery staff are aware of the current medical needs.

SLT will ensure that all staff are aware of the 'Storing and Administering Medicine Guide'. In Nursery, staff will reference the 'Medication Procedures' document which is kept in the Nursery Policy folder.

During transition stages current medical needs should be passed on to the next teacher.

SLT and a School Administrator are responsible for checking the medicine on a twice yearly basis for children who no longer require their medicine, out of date medicine and medicine which has run out/needs replaced. Ultimately it is the parent/carers responsibility to supply school with in date medication.

A School Administrator and a PSA carry out the administration of the daily routine medicine. Twice yearly, SLT will observe this and check the competency of this (Appendix A) and that records are up to date.

The SLT is responsible for ensuring that all staff have received the necessary training to administer specific medication/ care in case of an emergency.

Storage of Medicine

A medicine storage risk assessment is to be carried out annually (from 'Supporting children and Young people with health care needs and managing medicines in Educational Establishments' Aberdeenshire Council). Changes are made as required.

At Insch School:

- A Parent/Guardian is responsible for completing the Aberdeenshire Authority 'Request for School to Administer Medication form' or the 'School Asthma Card' (Appendix B). Following this an 'Insch Medical Administration Card' (Appendix C) should be completed and kept in the index medical card box. All authority forms will be filed and kept for 6 years following the completion of a course of medicine.
- All routine medicine is to be kept in the school office in a locked unit. The key for accessing this unit is easily accessible and labelled.
- Emergency medicine is to be kept in our Medicine Area found in the school office. This is out of reach of children but is easily accessible and labelled in an emergency for adults.
- In the Nursery all medicine is to be kept in the locked medicine cupboard located in both Nursery kitchens. In all circumstances the medicine should be out of reach of children.
- In circumstances where the medicine is required to be kept in a fridge, this may be in the Nursery domestic fridge or the small fridge in the school office, with restricted access.
- All medicine should be labelled with the child's name and class and stored in a clear bag or container.
- Emergency medication boxes will have a photo of each child for quick recognition. Emergency medication is to be clearly labelled and accessible.
- In the case of children with emergency medication such as an epi pen, insulin, adrenal insufficiency and epilepsy, medication is to be kept both in the child's class and in the office.
- When liquid medicine is opened, the bottle will be clearly labelled (Appendix D) as to the date of when it has been opened. The date of when it should be replaced after opening will also be written on the bottle to ensure that a medicine does not exceed its shelf life once opened.

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Record of Administration

On the back of the 'Insch Medical Administration Card' (Appendix C) a record will be kept of when the medicine is administered and who administered it.

Counter signatures will be used in the case of administering controlled daily drugs.

Twice yearly checks on the administration of medicine will take place by SLT (Appendix A).

Appendix A

Insch School's Administering Medicine Checks



Administrating Medicine Checks

School Session _____

Date/Term	Name of person administering medication	Name of assessor	Notes

Appendix B

Aberdeenshire Council's
Request for School to Administer Medication form
and
Asthma UK School Asthma Card



Appendix C

Insch School's
Insch Medical Administration Card



Appendix D

Labels for liquid medicine

