



# Rothienorman Medication Policy

## **Medication Policy**

UNCRC Article 24

The purpose of this policy is to outline the management of medication in Rothienorman School. This policy is written in line with [Aberdeenshire's Supporting Children and Young People with Health Care Needs and Managing Medicines in Educational Establishments](#).

### **Responsibilities:**

It is the parents responsibility to inform the school of required medication and the reason for this medication. Parents must supply the medication in the original container with a pharmacy label clearly visible, displaying the child's name and required dose. In the case of short term medication parents are responsible for taking medication home daily and return it the following day until medication is no longer required. In the case of long term medication parents will be asked to supply medication which will be stored in a locked cabinet in the Medical Room. In the case of an EpiPen then there should be 2 EpiPens handed in.

School will receive the medication from parents and parents complete a Request to Administer Medication Form. Staff will ensure the medication is stored in the locked cabinet in the medical room and administered as per request to administer medication form. Staff who administer medication must ensure they have completed a record of medication administered form.

### **Childs Health:**

If a child is not well and requires medication the child's health and wellbeing must be considered. The child may attend school provided they are not infectious and they are well enough to be at school. Infectious disease information can be found on Exclusion Policies for Infectious Diseases 2023 from Health Protection Team.

### **Storage:**

All medications will be stored either in the locked cabinet in the medical room or in the fridge in the medical room if required. Inhalers are stored in the child's class and should be taken to PE or offsite activities. No medications such as paracetamol and ibuprofen will be stored for "just in case" purpose.



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All medications must be stored in original boxes with a pharmacy label clearly displaying the child's name, dose, date dispensed, and an expiry date on the packaging.

## **Administration of Medication**

Only school staff with valid first aid qualification may administer medications.

Staff will administer medication and this will be countersigned by another member of staff.

In the case where the child refuses medication the parent will be informed they have not had the required dose at the set time. This will be recorded on the record of medication administered in school. This applies to cases where a partial dose has been administered, parents will be informed of the quantity of medication taken.

## **Going Off Site**

Medication such as inhalers or epi pens should accompany the child when going off site.. Required medicine forms must accompany medication and be completed when administered. These medications will be allocated to a staff member who will be responsible for that child and required medications. Medications must be returned to their storage place on return to school.

## **Staff Training**

All practitioners must ensure they have a valid First Aid qualification to be able to administer medications.

Should there be a child requiring specific medication, treatment or procedure for a diagnosed medical condition then a nursery practitioner will be trained prior to child attending nursery. Training for specific conditions will be sought from a medical professional.

## **Returning Medication**

Medication should be returned at the end of each academic session. These **must** be handed to an adult, not put home in schoolbags or given to children.