**Medicine (Administration of) Management and Control Policy**

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with the Administration of Medicines it will:

* Identify and assess sources of risk
* Prepare a control system for preventing, reducing or controlling the risk
* Implement and manage and monitor precautions
* Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council’s control.
* Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

* Identified all the relevant factors
* Instituted the appropriate corrective or preventive actions and
* Is monitoring the effective implementation of the required solutions.

**Administration of MEDICINE**

**ADMINISTRATION OF MEDICINES**

In order to provide support to parents and allow pupils to continue their education without unnecessary interruption, many schools offer to administer medication to young pupils and those with additional needs during the school day.

Although schools are only carrying out parental wishes, it is considered good practice to establish policy and procedures, which identify acceptable arrangements for staff to follow.

While no specific national guidelines exist on this issue, many LEAs consider that the following statement identifies good practice when dealing with the day-to-day needs of most pupils who are recovering from an illnesses.

• “The only medications which should be administered by staff in schools are those prescribed for a pupil on written instruction from a parent or guardian and where the Head considers it appropriate.

• Commercially available medication, such as painkillers, antiseptics, etc., should not be administered in schools unless prescribed by a doctor.

• All medicines which the Head has agreed can be administered should be securely stored and access should be restricted”.

A copy of the following standard letter should be provided for parents to complete and sign.

The objective of this consent form is to allow details of the medicines to be administered to be listed on a weekly basis

………………………………………………………………………………………………………

To (Name of Head)

(Name of pupil) has been diagnosed as suffering from (name of illness). He / She is considered fit for school but requires the following prescription medicine to be administered during school hours - (name of medicine).

Could you please administer (dosage) at (time).

**Contact details:**

Parent:/Guardian ……………………………………………………………………………...

Telephone number …………………………………….

Signed: (Parent or Guardian)…………………………………………………………………..

Date:……………………………. ……………………………………….

It is up to the management of each school to decide for itself:

(a) Whether or not to administer medication

(b) If it decides to administer medicines, what sort of medicines it will administer, or, more importantly, which medicines it will not administer

(c) Who will administer the medication (first aiders are not trained to administer medicine)

(d) Where any medicines will be kept.

Appropriate arrangements should be decided on by the Head, taking into account staffing levels and the volume of medication. Formal work practices should be identified, including the administration of medicines with other work activities.

Where longer term administration needs are identified, for example asthma inhalers, or where there is a need for medication to be administered in an emergency, for example adrenaline injections, then specific arrangements should be made.

In order to ensure that the appropriate arrangements are made, it is suggested that a case conference is called. This should involve the pupil’s parent or guardian and general practitioner. This conference should discuss any emergency action, which may be required. It should also discuss and agree any staff training needs. It is suggested that the results of these discussions are documented. All parties should sign the document to indicate that they agree with the arrangements, which have been made.

# TRAINING

No member of staff should administer any medication unless he or she has received proper training and authorisation.