

## Scalloway Junior High School

### Guidelines on Pupils with Health Care needs and the Administration of Medicines in Schools

#### Introduction

The school adhere to the Shetland Islands Policy on **Pupils with Health Care needs and the Administration of Medicines in Schools**, which clarifies the roles and responsibilities relating to pupils with individual health care needs. The commitment to the care and well being of children and young people in schools is a high priority of the school.

#### Roles and Responsibilities

- The Head Teacher is responsible for decisions in respect of the policy.
- The Head Teacher only accepts responsibility for the administration of prescribed medicines if procedures are followed.
- Teachers who are requested by parents to administer medicines must refer to the head teacher for advice.
- Staff who wish to volunteer to administer medicines will receive training from the Shetland Health Board.

#### Procedures

- The school must have written agreement from parents for any prescribed medication given to a child. Forms are included in the LEA policy.
- In some circumstances where secondary pupils wish to be given non-prescribed medicines, consent from parents must be sought first.
- Parents make the decision as to whether or not heir child is able to carry and take medication.
- Pupils with long term medical needs will have a care plan drawn up in consultation with parents and other agencies if appropriate.

#### Record Keeping

- The school keeps a record of all pupils who attend the sick room.
- The administration of prescribed medicines is recorded.
- The clerical staff in the school office will be the main administrators of prescribed and non-prescribed medicine.

#### Storage

- All prescribed and non-prescribed medicines will be kept in a locked cupboard in the school office.

#### Emergency Procedures

- In a medical emergency staff must inform the clerical staff in the office who will inform the head Teacher and parents, and make the necessary medical arrangements for the child's care.