



## **Education, Culture & Sport Service**

### **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 18 -**

**Administration of Medicines  
(Revised Apr 2011)**

**THE HIGHLAND COUNCIL**  
**EDUCATION, CULTURE & SPORT SERVICE**

**The Administration of Medicines in Schools (Revised)**

**1. BACKGROUND**

- 1.1 The Scottish Executive Health Department (SEHD) published guidance: "[The Administration of Medicines in Schools](#)" in 2001. Within the Highland area a multi-disciplinary, multi-agency steering group was developed including members from NHS Highland, The Highland Council Education, Social Work and Legal Services, Voluntary Agencies and lay representatives. This steering group was chaired by the Consultant in Pharmaceutical Public Health.
- 1.2 The steering group recommended that the SEHD guidance document should be adopted formally as policy by NHS Highland and the Highland Council, and that (where necessary) additional forms and guidance are developed and adopted through local processes in Health and Education. NHS Highland and the Highland Council have now adopted the above document and created their own policy that provides the necessary detailed guidance and forms.
- 1.3 The development of robust procedures in relation to the administration of medicines is an element in the implementation of both Highland Council and Scottish Executive priorities of social and educational inclusion, and plays a significant role in enabling the inclusion of some children and young people in mainstream education.
- 1.4 It should be noted that both law and national guidance in relation to confidentiality are likely to be amended as part of the implementation of Getting It Right For Every Child.

**2. THE WORK OF THE STEERING GROUP**

- 2.1 The steering group was aware of the large amount of work taking place within partner organisations, for example:
- Many schools already have processes in place;
  - Training is being delivered by health care staff;
  - Training programmes are being developed for school and auxiliary staff.
- 2.2 The aims of the steering group were:

- To provide strategic direction for administration of medicines in school;
- To make recommendations to Health, Education, Social Work and Voluntary Agencies for implementation of guidance and procedures in schools;
- To inform NHS Highland and Highland Council strategic planning and risk management.

2.3 The objectives of the steering group were to agree and undertake work to develop a Highland wide policy on medication in schools, and to:

- Ensure parents, children and staff are included in consultation at all stages;
- Ensure appropriate documentation is in place e.g. policies, guidelines, protocols etc.
- Clarify roles and responsibilities and to develop procedures;
- Give guidance on formats for drawing up health care plans, and on their administration;
- Give guidance on special arrangements and on procedures for dealing with medicines safely.
- Develop, monitor and review policies.
- Respond to new initiatives.

2.4 The steering group has now completed its task following the publication of the NHS Highland/Highland Council policy document 'Administration of Medicines in Schools' which provides guidance for all situations be it in school, school residences, or whilst on excursions. Included in the policy is clear guidance in relation to prescribed medication, non prescribed medication and preventative care such as sun tan lotion and insect repellent etc.

### 3. **IMPLEMENTATION IN PRACTICE**

3.1 NHS Highland, as the Health Board for the Highland Council area, is statutorily responsible for the medical treatment of pupils and in carrying out this function can enter into agreement with other parties such as the Highland Council. Where it is known that there may or will be a need for a child or young person to receive medication while in a school the Highland Council will seek the assistance of NHS Highland to put in place an individual protocol and procedures. It will be necessary to ensure that teaching or other staff who volunteer to administer medicines, and support staff for whom it is a contractual obligation to administer medicines, are appropriately trained. Guidance relating to training is provided in the NHS Highland/Highland Council policy document 'Administration of Medicines in Schools'

3.2 The senior management team of any school has responsibilities to pupils which can legitimately include ensuring the safe storage of small amounts of medication and ensuring that medication is available at need and fully accounted for when used.

3.3 Parents/carers may request that a school administers medication to their child in response to a short-term illness or condition, or regularly or at need on a long term basis. The Highland Council has procedures in place which guide schools in how to respond appropriately to such requests.

3.4 Where a pupil requires access to medication in order to be enrolled at a school ( for example if a family relocates) head teachers will seek advice in order that, if possible, appropriate arrangements for the administration of non-invasive medication can be put in place on a short-term basis in order to minimise the disruption to the child's education. Where the need for medication is regular or long term, or the procedure is invasive, advice and training must be sought from NHS Highland. Parents/carers are expected to provide information about the possible need for medication so that the school can put in place any necessary protocols and training. The need for this information should be included in the Prospectus for every Highland school using the following statement:

*It is expected that parents or carers will inform the head teacher of any relevant information relating to the need to administer medication to their child(ren). The head teacher will need to agree with parents or carers exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents or carers expectations, the head teacher will seek advice from NHS staff and, if appropriate, from the education authority.*

3.5 Some pupils are able to carry and manage their own medication, and it is best practice to develop this management procedure for all pupils who become old enough and mature enough.

3.6 The (SEHD) guidance: "The Administration of Medicines in Schools" states (paragraph 8):

**Some support staff may have meeting the health care needs of pupils as part of their duties. For the majority of staff however there is no legal duty that requires them to administer medication; this is a voluntary role.** Teachers' conditions of employment do not include giving medication or supervising a pupil taking it. **All** staff who provide support for pupils with health care needs, or who volunteer to administer medication, need support from the Head teacher, health service professionals and parents, access to information and training, and reassurance about their legal liability

3.7 The Highland Council has public liability insurance and, provided the Council's documented procedures are followed, the Council will indemnify staff who volunteer or are required to administer medication to pupils. The Council will also indemnify any member of staff acting in

good faith for the benefit of a pupil in an emergency situation. Head teachers should let staff know about the provision for indemnity against legal liability made for all staff who volunteer to administer medication, and can ask the Council to provide written confirmation of insurance cover for staff who provide specific medical support.

Reference: "[The Administration of Medicines in Schools](#)", Scottish Executive Health Department (2001).

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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