

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 28 MAY 2002

ADMINISTRATION OF MEDICINES

Report by Director of Educational and Social Services

1. PURPOSE

- 1.1 To seek approval for adoption of a procedure governing the administration of medicines in schools.

2. BACKGROUND

- 2.1 This proposal is concerned with National Priority 3:
“To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser-used languages.”
- 2.2 For several years there has been considerable discussion at national level on the administration of medicines in schools. The main issue in the discussions has been the division of tasks between educational and health services. This debate resulted in discussions at local and national levels.
- 2.3 This debate has been further fuelled by the national agreement on teacher’s pay and conditions of service “A Teaching Profession for the 21st Century”. In Annex F of the agreement it was identified that administration of medicines should not routinely be a part of teachers’ duties. Local authorities have consistently maintained the position that it is not the function of education departments to employ staff on their own behalf to administer medicines.
- 2.4 Following a formal and major consultation exercise the Scottish Executive issued guidelines on this topic. In summary, these guidelines succeeded in clarifying that the statutory duty for medical procedures rests with Health Boards. Education Authorities do, however, have a responsibility to co-operate with Health Boards in ensuring that the latter can fulfil their responsibilities.
- 2.5 In response to the national guidelines, East Ayrshire educational staff convened a meeting with health service officials. Colleagues from social services, North Ayrshire and South Ayrshire were invited to, and attended, this meeting. A short-life working group was established to progress this issue under the leadership of the Health Board.
- #### 3. THE PROCEDURE
- 3.1 The new procedure is available in the Members Library.
- 3.2 It identifies clearly the respective responsibilities in relation to supporting children and young people who require to take medication. A support structure, including the role of parents and training is also identified.

- 3.3** The development of the care plan is given due emphasis and the School Health Team (that is the school doctor and school nurse) have a central role. The conditions which follow when educational staff volunteer to participate in the administration of medicines is defined. However, the procedure to be adopted when no volunteer emerges is also defined. These two areas of clarification and agreement between health and educational services are important developments.
- 3.4** This jointly agreed procedure is one of the first to emerge in Scotland. There have already been enquiries from other areas requesting copies of the procedure. The Scottish Executive has also asked to be kept abreast of developments. This document can therefore be reasonably regarded as an example of good practice.

4. POLICY/LEGAL IMPLICATIONS

- 4.1** This document will be an excellent example of the Council's commitment to the delivery of integrated services to children and young people.
- 4.2** Implementation will ensure that the legal obligation of the Authority to co-operate with Health Boards in this area of provision is fulfilled.

5. FINANCIAL IMPLICATIONS

- 5.1** Nil

6. RECOMMENDATIONS

It is recommended that Members :

- (i) agree the adoption of these procedures for the administration of medicines in schools;
- (ii) agree that the Director of Educational and Social Services can modify the procedures according to changing circumstances; and
- (iii) otherwise note the contents of this report

John Mulgrew
 Director of Educational and Social Services
 GRS/GRS
 6 May 2002

Members requiring further information should contact Graham Short, Head of Schools, (01563-576089).

LIST OF BACKGROUND PAPERS

1. Guidelines for the Administration of Medicines in Schools SEED 2002

Implementation Officer: Graham Short

AGENDA