



AARHUS
INTERNATIONAL
SCHOOL

Medication During School Hours and on School Trips

Chronic or Long-Term Illnesses

As a general rule, staff administer medication to children only in cases of chronic or long-term conditions, such as asthma, epilepsy, and diabetes. Individual teachers have the right to decline to take on this responsibility.

Temporary Illnesses

Administration of medication for temporary illnesses should preferably take place outside the hours when the child is in daycare, ASA, or school. For example, if the medication needs to be given three times a day, it can in most cases be administered in the morning before the child is dropped off, immediately after pickup, and before bedtime.

Instructions and Recommendations for Administering Medication:

- The medication must be prescribed by a doctor, with clear instructions on when, how, and how much should be given. The package insert may be sufficient instruction.
- The medication must be in its original packaging, labelled with the child's name and CPR number, dosage, and expiration date. The packaging must include the patient information leaflet.
- Parents are responsible for providing staff with written permission (see Appendix A: Student and medication information) to administer the medication, information about the child's illness and any possible reactions to the medication.
- Parents are also responsible for ensuring that there is adequate instruction from the doctor regarding how (e.g. tablet, liquid, suppository, injection, and whether it can/should be dissolved, crushed, or split) and when/how often the medication should be given, as well as information on the medication's effects, side effects, and storage requirements.
- It is also the parents' responsibility to clean any necessary equipment and to dispose of any unused medication or medication past its expiration date.
- Before administering medication, staff must always ensure that the child's name and CPR number are on the medication label and check the expiration date.
- After administering the medication, staff must document and record it on a form (Appendix B: Administration of medication), including their initials, the time, and the date. This medication form is stored together with the child's medication.
- It is recommended that, as far as possible, the same staff member administers the medication to the child.

- Medication must be stored in a locked cabinet or room, out of reach of children. If the medication needs to be refrigerated, it must be kept in a locked box that is also inaccessible to children.
- On field trips, staff can bring medication that needs to be administered in emergency situations, for example, in the case of epileptic seizures. The staff must ensure that the medication is not accessible to children.

Emergency situations / Acute Cases

In rare instances, certain chronic illnesses may lead to sudden acute episodes. These may include febrile seizures, epileptic seizures, severe allergic reactions, or an acute worsening of a chronic condition. In such cases, the treating physician will often have prescribed medication (e.g., tablet, liquid, suppository, or injection with an EpiPen), which the staff may administer immediately after agreement with the parents, while also calling an ambulance.

When medication is given, in addition to the usual documentation, the reason for administration and its effect must also be recorded.

This intervention should be regarded as a form of first aid that poses no risk to the child but instead improves the chances of quickly overcoming the episode.

It is recommended that emergency medication be stored close to where it is expected to be used. Attention should also be given the necessity of bringing emergency medication on outings.

All staff must be informed about which children require life-saving medication and where it is stored. In addition, all staff should be trained in how to act in each child's specific situation.

Read more

<https://www.retsinformation.dk/eli/retsinfo/2010/9575>

Letter on Medication Administration for Children in Daycare, Schools, and After-School Programmes. Ministry of the Interior and Health (Indenrigs- og Sundhedsministeriet). 2010. English Translation is available in Appendix C: Letter on Medication Administration for Children in Daycare, Schools, and After-School Programmes.

<https://danskepatienter.dk/publikationer/medicin-i-skoletiden>

Danish Patients. Medicine during school hours. 2016.

Appendix A: Student and medication information

To be filled out by parents/guardians	
Student name and CPR	
Class	
Illness /reason for medication	
Medication	
Dosage	
Additional comments	
Parent/guardian approves that staff at AIS may administer	
Asthma and allergy: medication may be stored in either student's backpack or separate box in classroom (y/n)?	
Tel.no. of parent/guardian	
<p><i>I hereby confirm that AIS staff may administer medication to my child according to these instructions.</i></p> <p>Parent/guardian name and signature</p>	

Appendix B: Administration of medication

To be filled out by staff	
Date and time the medication was handed out or administered	
Dosage given	
Who handed out / administered the medication	
Reason medication was given (acute cases only)	

Appendix C: Letter on Medication Administration for Children in Daycare, Schools, and After-School Programmes

SKR nr 9575 af 25/10/2010, Ministry of the Interior and Health (Indenrigs- og Sundhedsministeriet)

To staff in daycare, schools, and after-school programs,

The Danish Health Authority recommends that the management in children's daycare facilities (daycare centres and childminders) and in schools and after-school programs ensure that staff are capable of administering medication in the cases described in this letter.

Medication administration should, as far as possible, take place at home outside the hours when children are in daycare, school, or after-school programs.

Staff in daycare, schools, and after-school programs do not have a healthcare background and are therefore not trained to observe and treat sick children.

Acutely ill children must not attend daycare, schools, or after-school programs, and in the event of acute illness, parents must ensure that the child is picked up as soon as possible.

However, it is important for children, including those with chronic or long-term illnesses, to have access to care and contact with other children in daycare and to participate in school to the extent that their illness allows. For chronic or long-term illnesses, it may be necessary to administer medication several times during the day.

When medication needs to be given at times when children are in daycare, school, or after-school programs, staff should, to the extent possible, take on the task. This will most often involve children with chronic or long-term illnesses, and the medication must be prescribed by a doctor.

Management is responsible for ensuring that written instructions to staff clearly state how the children's medication should be handled and stored. The medication must be stored so that it is inaccessible to unauthorized persons, and it is recommended that the institution, school, etc., records when and by whom the medication is given for each child.

When the treating doctor has assessed that the medication can be administered by parents/persons who are not healthcare professionals, the staff in the care arrangement or school can also take on this task.

Guidance for Instruction in Chronic or Long-Term Illnesses:

When parents of children with chronic or long-term illnesses request that staff in daycare, schools, and after-school programs administer medication, the parents are responsible for ensuring that the instructions from the prescribing doctor regarding medication administration are passed on to the staff. In most cases, the label on the medication container will provide sufficient instruction on medication administration. The container must have a clearly readable label with information about the child's name and possibly personal number, the type of medication, and the prescribed dose. If more thorough instruction of the staff is

necessary, the management of the school or daycare can request additional written instructions from the doctor.

Emergency Situations:

In rare cases, some chronic illnesses can cause rapidly occurring seizure phenomena. This can include febrile convulsions, epileptic seizures, severe allergic reactions, or acute worsening of a chronic condition. In these cases, the treating doctor will often have prescribed medication that the staff, in agreement with the parents, can immediately administer while calling an ambulance. This can involve a tablet, mixture, suppository, or an injection with an EPI-pen.

The Danish Health Authority understands that it can be unsettling for staff to provide treatment in these cases, which can seem life-threatening. The effort should be considered a form of first aid that improves the child's chances of quickly overcoming the seizure/acute worsening. These seizure phenomena are rare for the individual child, so the individual staff member will only rarely encounter this situation.

It is therefore important that there has been a prior discussion with the parents in the institution based on the doctor's instructions.

The Municipal Health Service:

The management of the institution/school can request the municipal health service to advise staff on general issues regarding medication administration and storage.

The municipal health service can also practice the relevant procedures with the staff. This can include treatment with suppositories, the use of inhalation devices or EPI-pens, and insulin injections.

Staff can thus be trained in how to handle acute situations for the individual child according to the treating doctor's instructions and thus initiate the prescribed treatment and/or call for emergency help.

This letter replaces the Danish Health Authority's announcement of September 28, 2000, on medication administration in children's daycare.

Danish Health Authority, October 25, 2010

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Danish original: <https://www.retsinformation.dk/eli/retsinfo/2010/9575>