

# Saighton Church of England Primary School

## ADMINISTRATION OF MEDICINES POLICY Including Asthma Policy

'Nurturing Children in a Christian Environment to Achieve Excellence'



### Introduction

As a church school, the Christian ethos of loving God and loving one another is an integral part of everything we do.

**The administration of prescription medicine to pupils will accord with the principles set out below, and will be in accordance with Health and Safety Guidance Note 'The Administration of Medicines in Educational Establishments'.**

Parents/Guardians will be advised that pupils who are unwell should not be sent to school. However, doctors often advise that pupils may still attend school while still needing to take medicine, either because they are suffering from some chronic illness or allergy (such as diabetes or asthma) or because they are recovering from short term illness and are undergoing a course of treatment needing antibiotics.

A list of children with chronic illness or allergy will be kept in the front of the register, displayed on the Staff Room noticeboard.

Parents/Guardians are responsible for the administration of prescribed medicine to their children and where possible a pupil should return home if a dose of medicine is required at lunch time or the parent should come to school to administer the medicine.

If this is not feasible the following procedure should be used:-

1. Parent should present the medication to the admin officer, or other responsible adult at the school office and complete the relevant paperwork (date -starting and finishing, and time of the administration). The medication must be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **The school will never accept medication that has been taken out of the original container, or changes to dosage made by parents' instructions.**
2. The medicine should not be kept by the pupil but out of the pupils reach in the school office or in the fridge in the staff room.
3. After checking the Administration of Medicines record book the medicine should be self-administered if possible, under the supervision of an adult. This may be the head teacher or someone acting with the head's authority.  
(Note: staff should not be instructed to administer medicine to a pupil.)

### Non-Prescribed Medicines

For safety reasons non-prescribed medicines must not be brought into school.

Staff will never give a non-prescribed medicine unless there is a written note from a doctor or Health professional. However during educational visits involving a residential or overnight stay (when a parent is unlikely to be able to administer pain relief to their child), an appropriate non-prescribed medicine may be administered. Under these circumstances the parent must have given consent and specified the medication on the 'Parent/Guardian Consent for an Educational Visit' form. The same recording procedure will take place.

### **Storing Medicines**

Medicines will be stored securely in the school office or staffroom fridge. The young person will be told where the medication is being stored.

**Emergency medicines** (inhalers, adrenaline pens) will be stored in the school office but will not be locked away.

### **Record Keeping**

The school keeps an 'Administration of Medicines' book which is completed and signed every time medicine is administered. If a pupil refuses to take medication they should not be forced but a note should be made and parents informed at the end of the day.

### **Long Term Medical Needs**

When registering a pupil if there are long term medical needs a Health Care Plan will be produced involving parents and health care professionals.

### **Disposal of Medicines**

All medicines will be returned to the parents when no longer required. They should collect medicines at the end of every half term. If they are not collected they will be taken to a pharmacy for safe disposal.

### **Emergency Procedures**

In the event of an emergency, members of staff will seek the advice of a qualified first aider. **See First Aid procedure.**

### **Educational Visits**

The school is inclusive and encourages, whenever practicable, children requiring regular medication to safely participate. Reasonable adjustments will be made to enable this to happen following a risk assessment. Staff concerned would be fully briefed. If staff are concerned about the child's or other children's safety we will seek parental views and medical advice.

**Circumstances Requiring Special Caution** -See LA Guidelines

**Invasive Procedures**-See Intimate Care Policy and LA guidelines

### **Common Conditions**

The medical conditions that most commonly cause concern are asthma, diabetes, epilepsy and severe allergic reactions (anaphylaxis). A copy of the Asthma Policy can be found below. For any of the other conditions the school would liaise with parents and health practitioners following the LA guidance document.

## Saighton Church of England Primary School

# Asthma Policy

‘Nurturing Children in a Christian Environment’



### Introduction

Saighton School:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- Ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out of hours school activities
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and the medicines they take
- Ensures that the whole school environment, including the physical, social, sporting and educational environment, is a favourable to pupils with asthma
- Ensures that all pupils understand asthma
- Ensures that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the case of an asthma attack
- Understand that pupils with asthma may experience bullying and has procedures in place to prevent this
- Will work in partnership with all interested parties including the school's governing body, all school staff, school nurses, parents/carers, employers of school staff, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully

### Asthma medicines

Swift access to reliever medicines is essential. They are kept in an open cupboard in the school office for ease of accessibility.

Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler, in case the pupils own inhaler runs out or is lost or forgotten. All inhalers must have the child's name labelled. .

School staff are not required to administer asthma medicines to pupils (except in an emergency). All school staff will let pupils take their own medicines when needed.

### Record keeping

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

## **Exercise and activity PE and games**

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and teachers at the school are aware of which pupils have asthma from the school's medical conditions register, a copy of which is kept in each register. Pupils with asthma are encouraged to participate fully in all PE lessons.

## **Out of Hours**

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.

## **School Environment**

The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definite no smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and sit in the Reception area if particular fumes trigger their asthma.

## **When a pupil is falling behind in lessons**

If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the school nurse and SEN coordinator about the pupil's needs. The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

## **Asthma Attacks**

All members of staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack the school follows a clear procedure visibly displayed in the staff room and in the school office in the box with the reliever inhalers.

## **Procedure for Dealing with Illness**

The school will ask all parents whether their son/daughter has any chronic illnesses on entry to school through the school's registration form, or verbally if symptoms become apparent.

Parents/guardians are requested to make arrangements for pupils who become unwell at school. It is the duty of the parents to make arrangements for pupils who become unwell at school, by collecting them to take them home, to the doctor or to hospital.

The school will attempt to contact the parents via the telephone numbers which have been made available to school, namely home and mobile telephone numbers, works' numbers and other emergency numbers.

If parents or relatives are not available when a pupil becomes seriously unwell or injured, heads are **advised** by their association (NAHT) not to take the pupil to hospital, nor to ask teachers or ancillary staff to do so, save in exceptional circumstances. Parents should be assured that urgent medical attention would be sought via a 999 call to the emergency services.

For minor injuries First Aid supplies will be readily accessible and properly stocked. They will be maintained and checked by the member of staff responsible. Mid-day staff are made aware of the school's accident procedures.

Members of staff will be made aware of the school's policy.

### **Monitoring and Review**

The Administration of Medicines Policy will be accessible to all staff and the community through school's website. Hard copies can be obtained through the school office. The governing body will monitor this policy.

**Signed:**..... Chair of Governors

**Date:**.....

**Next Review:**.....