



## Platt C.E Primary School

### Administration of Medication in School

The Governors and staff of Platt CofE Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete, clear written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. This will then be kept on file as evidence of permission.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Head teacher or Office staff, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place (the locked first aid cabinet ioutside the main office), out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The school will keep records, which they will have available for parents.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school will call the emergency services.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Headteacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

## Appendix 1

### Asthma

Platt CE Primary School recognises that Asthma is a widespread, serious but controllable condition affecting many children at school. We encourage pupils with Asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Supply teachers and new staff are also made aware of the policy.

When a child with Asthma joins the school or is diagnosed with Asthma, parents/carers will be asked to complete an **Asthma Care Plan**. A copy of the plan will be sent home to parents/carers, one copy will be kept with the Asthma pump and another will be kept in the class teacher's medical file. Every September parents/carers will be asked to complete a new updated care plan in order to ensure that all information is up to date. It is a parents/carers responsibility to ensure that plans are completed and returned to relevant school staff together with their child's reliever inhaler.

Reliever inhalers **MUST** be provided by the parent/carer with a dispensing label which clearly states the child's name. It is a parents/carers responsibility to ensure that their child's reliever inhaler is within date and has sufficient dosage.

Immediate access to reliever medication is essential therefore all Asthma pumps will be stored in the medical room or in the child's classroom, whichever is most accessible to the child throughout the school.

Children with Asthma are encouraged to participate fully in all PE lessons. A child's reliever inhaler will be taken with them to the location where the physical activity will take place, whether this is on or off site. We do encourage children to take an independent approach to the use of their reliever inhaler however an adult will encourage use if they feel that the child needs to take their reliever inhaler.

#### **In an emergency situation**

(Unexpected asthma attack), school staff are required to act as any reasonable prudent person would.

- keep calm – do not panic
- make sure that specific directions on the reliever inhaler are followed
- loosen clothing
- reassure the pupil
- keep the pupil in an upright position

If once the directions on the dispensing label have been followed and:

- symptoms do not improve in 5-10 minutes
- the child is too breathless to talk
- the child's lips turn blue

Or if you are in doubt ...

**CALL 999**

The school does all that it can to ensure the school environment is favourable to children with Asthma. There is a definitive no smoking policy and the use of any chemicals or aerosols is limited. If at any time a particular fume is causing a child with asthma discomfort, then they will be allowed to leave the room until the air clears. If a child 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.

Please note that this policy relates to reliever inhalers. Parents/carers with children requiring the administration of preventer inhalers in school will need to complete a ***Parental agreement for school to administer medicine.***

## Appendix 2

### Asthma Care Plan

School staff will not give your child their asthma medication or supervise them taking it themselves unless you complete and sign this form.

Inhalers are only accepted in the original dispensing box with the child's name on.  
Parents/carers are responsible for ensuring that asthma pumps are in date.

**Information:** (please complete all boxes)

Name of child	
Date of birth	
Child's class	
Type of medication	
Expiry date	
Self-administration?	Yes/No
Dose and method	
What is the maximum number of times in a day that your child can take their reliever inhaler?	
Is there any further information/special arrangements that we need to know about? For example is the child's asthma triggered by exercise, pollen, fur, feathers or any other known factor?	

**Contact details:**

Name:	
Relationship to child:	
Emergency contact details:	

**Parent/carer signature:**

Signed:	
Printed name:	
Date:	

