



We Inspire to Aspire

Medication in School Policy

Date: September 2020

Review Date: September 2021

MEDICATION IN SCHOOL POLICY

The purpose of this policy is to ensure that prescribed medicines are administered to children safely and correctly whilst at the same time giving reassurance to members of staff who carry out these tasks. Unless a child is acutely ill, he / she should be encouraged to attend school. However, children who are unwell should not be sent to school.

Medicines can only be taken in school when essential - that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Only medicines prescribed by a doctor can be accepted. When it is deemed essential, the parents/carers will be asked to complete a School Medication Consent Form. Staff will not administer medicine without this. Children who are able to administer their own medicine will be supervised by a member of staff, who is first aid trained. A record is kept by the supervising adult of the time and dosage.

Parents / carers will be responsible for ensuring that there is sufficient medicine to be administered and that it is within the expiry date. Medication should be provided in the original container from the pharmacy and be clearly labelled with:

- **Name of child**
- **Name of medication**
- **Dose (a "measured" spoon must be provided if required)**
- **Method of administration**
- **Time / frequency of administration**
- **Expiry date**

Medicines will be kept in a locked cupboard or the fridge in the reprographics room. The exception is medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils or glucose tablets for diabetics which will be kept within the child's classroom.

At the end of each school day, the completion of a course of treatment or if the medicine passes its expiry date, the medication must be collected by parents / carers. Parents / carers of children who have regular or emergency medication in school are responsible for checking expiry dates, providing replacement treatments and disposing of out of date items.

"Over the counter" medications, including homeopathic medication, will not be administered in school.

When the child's condition is of a more serious nature an individual health care plan is drawn up in partnership between the school and health care professionals. A health care plan is created and is distributed to relevant staff so that all staff are aware of the likelihood of an emergency and what action to take if one arises.

Appropriate training will be organised for staff supporting children with specific medical needs. A list of people prepared to administer medication will be displayed in the staff room and will be

revised / updated after training is given.

Asthma inhalers should not be locked away. They should be kept within a labelled container within the child's classroom so that they are accessible to the child at all times. They should be clearly marked with the name of the child. During lunch times and break times, the labelled class container should be taken outside by the class teacher.

Out of school activities/educational visits.

It is essential that all staff members involved in activities are aware of the medical needs of children taking part in activities / visits. The accessibility of medication, particularly for use in an emergency, must be considered in the Risk Assessments for each visit.

An Emergency Contact and Medical Information Form must be completed by families of all children involved in activities taking place outside the school environment.

Children who are unwell in school.

Children sometimes become ill during the school day. Symptoms will vary according to the nature of the illness of the child, but the following procedures should be followed:

- Refer the child to the designated first aider who will then inform a senior member of staff if it is felt the child needs to be at home.
- Contact the parents/carers via the school office.
- Make sure that the child is as comfortable as possible.
- No child should be left alone; wherever possible he / she should return to the class group until collected.
- When a child is collected from school parents / carers should be informed of condition.
- The child should then be "signed out" of school.
- The incident should be logged on CPOMs.

In an emergency situation, an ambulance will be rang for immediately and the child will be accompanied to the hospital by a member of staff. The parents will be notified directly after phoning for an ambulance.

Medicines brought in by members of staff

As with the children, prescribed medicines should only be brought into school when essential.

When they are essential, they should be kept within the staff room in the fridge or in a locked cupboard. They need to be clearly labelled. Emergency medicines should be kept with the member of staff at all times. It is important that other staff are made aware of such conditions and know what to do in an emergency.

Education about Medicine Safety

Children at Rivers Primary Academy will be taught about the importance of using medicines safely and the potential dangers they can pose when misused. This will be done by a whole school assembly led by a senior member of staff. This will be followed by individual teachers leading a PSHE lesson.

ASTHMA IN SCHOOL POLICY

Rivers Primary Academy:

- Welcomes pupils with asthma and recognises their needs.
- Works towards ensuring the school environment is safe for pupils with asthma.
- Expects and encourages parents/carers to give appropriate information to the school regarding their child's asthma and to provide a prescribed reliever (blue) inhaler and a spacer device if required.
- Recognises that pupils need to have immediate access to their reliever inhaler.
- Will encourage and help children who have asthma to participate fully in all aspects of school life.
- Will access regular Asthma Awareness training for all staff.

On admission to Rivers Primary Academy:

- All parents/carers will be asked to complete an admission form giving full details of their child's asthma, regular medication, emergency contact numbers, family GP and any relevant hospital details.
- Every child with an asthma diagnosis must have a reliever inhaler (blue) available in school and a spacer device if this is normally used.

Safety and storage:

- All inhaler devices must be clearly labelled with the child's name.
- Inhalers should at all times be easily accessible to the child.
- Inhalers are kept in the classroom.
- During play times and lunch times these boxes to be taken to the playground to enable easy access for the child.
- A nominated Teaching Assistant will check inhalers on a monthly basis to ensure are in date and not empty. The inclusion Lead will be informed of any that need replacing and will contact the parent for a new inhaler.
- If pupils leave the school site for any activity they must have their reliever inhalers with them.
- Parents/carers will be informed if their child has an asthma attack. This will be done immediately after an ambulance has been called.

Exercise and Activity:

- Pupils with asthma are encouraged to participate in PE lessons.
- Some pupils may need to use their reliever inhaler before exercising.
- Reliever inhalers must be available at all times during these activities.

Asthma Attack:

It is essential that all staff know how to manage an asthma attack. In the event of a school asthma attack staff should follow the procedure outlined in the "Asthma Attack Flowchart" This to be displayed in key areas as well as in classrooms.

Training:

All staff should access asthma awareness training and receive regular updates so that they recognise and know how to manage a child having an asthma attack, when and how to call an ambulance and what to do while waiting for the ambulance to arrive.

Policy review date: September 2021 or earlier if circumstances for an individual child provoke such a need