

Medication Policy & Asthma Policy



**Beal Vale Primary School, Shaw,
Oldham**

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MEDICINE POLICY

Introduction

Beal Vale Primary School is an inclusive community that aims to support and welcome pupils with medical conditions and to provide all pupils with the same opportunities.

There is no legal requirement for staff in school to administer medicines to pupils. However, working within the Local Authority guidelines, staff may agree to administer medicines in consultation with the parent / carer and trained First Aid staff in school. This policy should be read in conjunction with DfE Publication "Supporting Pupils with Medical Needs in School" September 2014 and the Department of Health publication "Guidance on the use of emergency salbutamol inhalers in school" September 2014, which set out the legal framework for the health and safety of pupils and staff and asthma guidelines.

Policy Aims

1. To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
2. To ensure the safe administration of medicines to children where necessary.
3. To help to support attendance.
4. To ensure the on-going care and support of children with long term medical needs via a health care plan.
5. To explain the roles and responsibilities of school staff in relation to medicines.
6. To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
7. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage.
8. To ensure that all staff understand and are trained as appropriate in what to do in an emergency for the most common medical conditions at school.
9. The school has clear guidance on the administration of medication at school.
10. The school has clear guidance on the storage of medication at school.

Other related school policies – for example Health and Safety, Equal Opportunities, Disability Discrimination, Disability Equality, Racial Equality, Attendance, Behaviour and Discipline, SEND.

School Health have advised that any child requiring medicine three times daily should have this in the early morning before school, straight after school and at bedtime. This is the procedure that we adopt at Beal Vale Primary School.

ROLES AND RESPONSIBILITIES

Headteacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy.
- To ensure that staff receive appropriate support and training.
- To ensure that parents are aware of the school's Medicines Policy.

Staff

- To follow the procedures outlined in this policy using the appropriate forms.
- To support SENCO in completion of a care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs.
- To share medical information as necessary to ensure the safety of a child.
- To retain confidentiality where possible.
- To take all reasonable precautions to ensure the safe administration of medicines.
- To contact parents with any concerns without delay.
- To contact emergency services if necessary without delay.
- To keep the first aid room and first aid boxes stocked with supplies.

Parents/Carers

- To give the school adequate information about their children's medical needs prior to a child starting school.
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need.
- To follow the school's procedure for bringing medicines into school.
- To only request medicines to be administered in school when essential.
- To ensure that medicines are in date and that asthma inhalers are not empty.

School Attendance During/After Illness

- Children should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and advised not to return until clear of symptoms for 48 hours.
- Children should not be sent to school with earache, toothache or other significant discomfort.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Children should not be sent to school if they have any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day.
- School will follow the guideline issued on infection control from the Healthcare Authority.

Safe Administration Of Medicines At School

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school.
- If a pupil requires regular prescribed medication at school, parents are asked to consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/ daily basis, if required. A separate form is used for pupils taking short courses of medication.
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school, unless agreed with the terms of a personal care plan.(Appendix 3)

- Medicines will not be accepted in school that require medical expertise or intimate contact unless specific training is given.
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession.
- The adult is required to complete a parental agreement form (see appendix 1) at the school office for the medicine to be administered by school staff unless agreed with the terms of a personal care plan and sign medicines in daily. (Appendix 2)
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school unless prescribed by the doctor and clearly marked with the child's name on the label.
- Administration of medicines at school must be recorded in the Medicines Book by the appointed colleague unless a care plan is in place.
- Parents may come to the school office to administer medicines if necessary.
- Some children may self-administer medication, e.g. insulin, asthma sprays if this has been directed by the parents when filling in the medicine form and a Child Healthcare Plan.
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.
- Sun protection cream cannot be applied to children by staff.
- Epi-pens will be administered in emergency situations only by trained members of staff. Written permission by parents must be obtained in the Healthcare Plan.

Storage Of Medicines

- Antibiotics (including antibiotic eye drops) must be stored in a locked fridge specifically for medication in the school office.
- Tablets must be stored in the locked first aid box located on the wall in the office. This medication storage is not accessible to pupils.
- Epipens should be stored in school office or a locked first aid box in a drawer/ stock room that is not accessible to pupils.
- Asthma inhalers should be labelled with their name and should be taken with the child during physical activities. Asthma sprays will be stored in easy reach of the children.
- should be stored as follows:-
- Asthma Inhalers - Infant Classes :- in a secure place easily accessible to adults/ children under supervised use.
- Asthma Inhalers - Junior Classes:- in the child's tray with the child's name clearly marked.
- No medicines, other than asthma inhalers, may be kept in the classroom unless a care plan has been instigated.
- Parents are responsible for the safe return of expired medicines to a pharmacy.
- If parents do not pick up out of date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Use of Healthcare Plans

Healthcare plans are used at Beal Vale Primary School to

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with medical conditions in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.

- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.
- Ensure that all medication stored at school is within the expiry date.
- Ensure the schools local emergency care services have a timely and accurate summary of a pupils current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Medicines On School Trips.

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip.
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required.
- The designated school First Aider on the trip will administer any medicines required and record the details on the Medical Form.
- The First Aider will return the form and any unused medicines to the First Aid room on return to school.

ASTHMA POLICY

This policy has been written with advice from the DfE, The Department of Health, Asthma UK, parents, the governing body and pupils.

Beal Vale Primary School

- recognises that asthma is a serious condition affecting many school children
- ensures that children with asthma participate fully in all aspects of school life including PE
- recognises that immediate access to reliever inhalers is vital
- keeps records of children with asthma and the medication they take
- ensures the school environment is favourable to children with asthma
- ensures that other children understand asthma
- ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack.
- will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure that policy is implemented and maintained successfully.

Asthma medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor/asthma nurse and class teacher agree they are mature enough. Reliever inhalers of younger children are kept in the classroom by the class teacher. All inhalers must be labelled with the child's name.

If a parent/carer has stated that their child requires an inhaler in school but does not supply an in-date inhaler, the school will phone the parent/carer and request that the inhaler is brought into school without delay.

Beal Vale school encourages children with asthma to achieve their potential in all aspects of school by having a clear asthma policy.

Storage of inhalers is as follows:-

Inhalers for children will be stored as follows:-

- Ventolin (blue) inhalers will be stored in the classroom in their trays.
- Children will take own inhalers when going off site.
- All school staff will let children take their own medication when they need to. In extreme emergency if a child is having an attack and does not have an inhaler in school the school will use their emergency inhaler.

Record keeping.

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school. Where appropriate the school will initiate a Healthcare Plan for children with on-going medical conditions. At the beginning of each school year, parents will be asked to update their child's Healthcare Plan and during the school year advise of any changes to their child's condition.

For KS1 children when an inhaler is administered, a record is made in the medication log located in the classroom.

For KS2 children no notes are made for reliever (Blue) inhalers unless the schools emergency inhaler is administered.

All parents/carers of children with asthma complete a Healthcare Plan and return to the school. This is held in the schools medical file. All teachers are aware of the children in their class that have asthma and each infant class has a medication log. Parents are required to update the school about any change in their child's medication or treatment.

Exercise and activity - PE and games

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged to use their inhalers before exercise (if instructed by the parent/carer on the medical form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. Inhalers are taken to the swimming baths.

Asthma Attacks – School's Procedure

In the event of an asthma attack, staff will follow the school procedure and encourage the pupil to use their inhaler, under supervision. If the pupil's condition does not improve or worsens, the colleague will contact parents or in an extreme situation ring 999. If the schools emergency inhaler is administered, parents will be informed. The colleague will call for an ambulance if there is no improvement in the pupil's condition. If there is any doubt about a pupil's condition an ambulance will be called.

Appendix 1

Parental Agreement for School to administer medicine.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 2

Name: «Name»

Date of Birth: «DOB»

Address: «AddressBlock»

GP :

Allergies :

Date	Name of Person Who brought it in	Name of Medication	Amount supplied	Form supplied	Expiry date	Dosage regime

Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by	Comments / Action Side effects

Appendix 3

Beal Vale Primary School Healthcare Plan

For pupils with medical conditions at School.



1. Pupil's information

Name of pupil _____

Class _____

Date of birth _____

Male / Female
Please

Member of staff responsible for home-school communication

2. Contact information

Pupil's address _____

Family contact 1

Name _____
Phone (day) _____
Phone (evening) _____
Phone (mobile) _____
Relationship with child _____

Family contact 2

Name _____
Phone (day) _____
Phone (evening) _____
Phone (mobile) _____
Relationship with child _____
GP _____
Phone _____
Specialist contact _____
Name Phone _____

3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours

:

5. What to do in an emergency

6. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container):

Dose and method of administration ((the amount taken and how the medication is taken, eg tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

Medication expiry date

Medication 2

Name/type of medication (as described on the container):

Dose and method of administration ((the amount taken and how the medication is taken, eg tablets, inhaler, injection)

When it is taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

Medication expiry date

7. Emergency medication

(please complete even if it is the same as regular medication)

Name/type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this pupil

Dose and method of administration (how the medication is taken and the amount)

Are there any contraindications (signs when medication should not be given)?

Are there any side effects that the school needs to know about?

Self-administration: can the pupil administer the medication themselves?

Is there any other follow-up care necessary?

Who should be notified? (Parents Specialist GP)

8. Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

Are there any side effects that the school needs to know about that could affect school activities?

9. Members of staff trained to administer medications for this pupil

Regular medication

Emergency medication

10. Specialist education arrangements required (eg activities to be avoided, special educational needs)

11. Any specialist arrangements required for off-site activities (please note the school will send parents a separate form prior to each residential visit/off-site activity)

12. Any other information relating to the pupil's healthcare in school?

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Parents Signature:- _____

Print name _____

Pupil Signature :- _____

Date :- _____

Permission for emergency medication

I agree that I/my child can be administered my/their medication by a member of staff in an emergency

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements.

I agree that I/my child **can** keep my/their medication with me/them for use when necessary

Name of medication carried by pupil:- _____

Signed (Parent) _____

Date _____

Head teacher agreement

It is agreed that _____ will receive the above listed medication. (see part 6) and will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until either end date of course of medication or until instructed by the pupil's parents.

Signed _____

Date _____

SENCO Notes

Signed _____

Date _____

Staff Training Record Administration of medicines.

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Parental Consent form for the use of emergency salbutamol inhaler.

Beal Vale Primary School

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:

Name

(print).....

...

Child's name:

.....

Class:

.....

.....

Parent's address and contact details:

.....

.....

.....

.....

.....

.....

Telephone:

.....

E-mail:

.....

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:

.....
.....

Class:

.....
.....

Date:

Dear.....,

[Delete as appropriate]

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely