



Medicine Administration Policy

Guidance on the administration of medication (general):

- Non prescription medicines are not allowed in school
- If medicine is prescribed 3 times daily, parents are advised to administer before school, after school and at bedtime.
- If medicine has to be administered in school then parents/ guardians are requested to:
 - supply the exact dose in a syringe
or
 - the correct number of tablets/capsules which the child can self administer
or
 - make arrangements to come to school to administer the necessary dose.

All parents must give written permission for the medicine to be on site and state the exact dose and timing of said medicine. This will be formally recorded with parents/guardians and school's signatures.

Aims

Where deemed appropriate school will seek medical advice and guidance on the best procedures to support pupils to enable them to take part as fully and safely as is possible in all school activities.

We expect parents/ guardians to advise school of their child's specific medical needs. Details will be recorded and held on school's computer system. They will also be attached to the class register/ teacher information to alert the teacher (and any temporary supply staff) to such needs – this includes asthma and anaphylaxis.

Children with inhalers

Inhalers for Nursery, Foundation Stage and KS1 pupils should be given to the teaching staff. KS2 pupils will be responsible for their own inhalers so that they always have immediate access to them. Where agreed in the plan of care, inhalers will be taken out of school for off-site activities. Parents/ guardians will be informed of the arrangements by letter. Information for each pupil will be updated as appropriate and checked at the beginning of each academic year. It is the responsibility of parents/guardians to ensure that any medications (including inhalers and epipens) stored at or brought into school, have not reached their expiry date. All children with a prescribed inhaler must have those in school. School has an emergency inhaler, which is used for emergencies only.

Obtaining and Recording Accurate Information

Allerton CE Primary School will ask all parents/ guardians of new entrants whether their child has any medical conditions and / or complex health needs. This information will be stored on school's computer system. If appropriate this will be noted on a special educational needs record and will be updated as necessary. The records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;
- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the child.

Access to Medicines and Inhalers

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), children will need free, permanent access to their location. Inhalers and epipens will be stored in a designated place in the classroom whereas all other medicines will be stored in a designated central location e.g. First Aid station, school office. All inhalers, capsules and epipens will be labelled with the pupil's name and class. There are two main types of inhalers:

- **Relievers**_ clearly relieve the symptoms of asthma – common examples are called 'Ventolin' and 'Bricanyl' and are usually BLUE in colour.
- **Preventers**_ relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are 'Beclafort', 'Becotide', and 'Intal' and are usually BROWN in colour.

N.B. Staff do not administer medicines to pupils unless specifically agreed e.g. Epipens. However, pupils will be given assistance to self administer if written authority is provided by the parents.

Sports & Exercise

Staff should be aware of those children who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity will result in the child withdrawing from the activity for that lesson and being monitored by school's staff trained in first aid.

For outside activities staff should also be aware of pupils who have been prescribed Epipens for severe reactions to bee/wasp stings.

Animals

Staff need to be aware that some animals can cause a sudden and severe reaction. Children, known to react in this way, should not approach, handle or care for the animals. To avoid this, pets should not be kept in the classrooms but in special designated rooms where children and staff do not normally work. This also applies to any incubator which is used to hatch chicks. Appropriate risk assessment should be made and agreed with parents / guardians before any educational visits to sites where animals are present.

Returning From Absence Due to Illness

We do not encourage children to miss lessons or to stay indoors during break and lunchtimes, so before a child is sent back to school after an illness, parents/ guardians should ensure that he/she can cope with the whole school day.

Long-term Medical Problems

Where there are children suffering from conditions which might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or diabetes, a list is placed in each register, and the teacher is made aware of the condition, the treatment and any other relevant information. Where a condition is known to need specific intervention, e.g. administering rectal diazepam for epilepsy, school will seek advice and training from a suitably qualified professional. Parents/ guardians are responsible for notifying school of any known conditions or changes to medication / care plans. School will ensure this information is updated.

Cleaning Regimes

Excessive dust from 'walked in' dirt (clay particles) contributes to respiratory problems and should be removed by school's regime of vacuuming on a regular basis rather than by normal sweeping. Filters on warm air central heating systems will be checked and cleaned regularly in particularly dusty environments. Such filters will always be cleaned before the heating is switched on the autumn.

Medication Administration slip

I hereby give permission for medication to be held by Allerton CE Primary School for my child to take according to the dosage instructions below:

Medication needs refrigeration? Yes/No

Name of Child:

Class No:

Medication:

Dosage (amount and frequency of administration):

Label checked by

Staff Member. Signed (Staff):

Signed (Parent):

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Medication needs refrigeration? Yes/No

Name of Child:

Class No:

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