



## **POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

The Board of Governors and staff of the Fairlawn and Haseltine Federation wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head teacher 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 Head teacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication and over the counter medications will not be accepted in school without the 'Parental agreement for the school to administer medicine' form (see appendix 1) being completed by the parents/carers.

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

Each item of medication must be delivered to the office in a secure and labelled container as originally dispensed. The SENCO will be informed. 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.

If pupils 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's emergency procedures will be followed.

It is the responsibility of parents/carers 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. 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 Head teacher will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals, and shared with relevant staff.

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.

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 may 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 members will be made aware of the procedures to be followed in the event of an emergency.

The Human Medicines Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken).

Haseltine has:

- three emergency kits, one located on each floor of the school. Each kit contains one salbutamol inhaler and one spacer, and also a sheet on which to record the administration of salbutamol to any child.
- Letter of Parental Consent (refer to appendices)
- Asthma Emergency Consent letter (refer to appendices)
- Generic Asthma Care Plan for completion by parent (refer to appendices)

TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER MUST NOT BE RE-USED

#### Staff Responsibilities

Ellie Whilby is responsible for ensuring that:

- Trained staff are available to support in an emergency situation.
- Inhalers are checked half termly.
- Replacement inhalers are obtained before the expiry date.
- Replacement spacers are re-ordered and replaced after use.
- Care plan attached is completed for all children who have asthma.

All Staff responsibilities:

- Know which children have asthma and be familiar with the content of their individual health plan.
- Allow all children to have immediate access to their emergency medicines.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Be aware that long term conditions can affect a pupil's learning and provide extra help when children need it.
- Be aware of children with asthma who may need extra social support.
- Ensure all children with asthma are not excluded from activities they wish to take part in.
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

Parents / Carers Responsibilities:

- Tell the school if their child has asthma.
- Ensure the school has a complete and up-to-date school healthcare plan for their child.
- Inform the school about the medicines their child requires during school hours.
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports.
- Tell the school about any changes to their child's medicines, what they take and how much.
- Inform the school of any changes to their child's condition.

- Ensure their medicines and medical devices are labelled with their full name.
  - Ensure that their child's medicines are within their expiry dates.
  - Keep their child at home if they are not well enough to attend school.
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
  - Use opportunities such as PSHE to raise pupil awareness about asthma.
  - Understand asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell.)
  - Ensure all children with asthma are not excluded from activities they wish to take participate in.
  - Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

Staff must inform Emily Bruggy at Fairlawn or Ellie Whilby at Haseltine if a school emergency inhaler has been used so that a new spacer can be ordered (if applicable).

Written by: Ellie Whilby

Signed Executive Headteacher:

Signed Chair of Governors:

Date: September 2022

To be reviewed: September 2023

**HASELTINE PRIMARY SCHOOL  
 PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**

|                                |
|--------------------------------|
| <b>Name of child:</b>          |
| <b>Class:</b>                  |
| <b>Medication to be taken:</b> |
| <b>Dosage and frequency:</b>   |

**Parent signature:**

**Name:**

**Date:**

| <b>Date:</b> | <b>Administered by:</b> | <b>Dose:</b> | <b>Signed</b> |
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