



Medication Policy

Introduction.

The school policy for Medication was originally developed and agreed by the Joint working committee of governors including staff, parents and school councils. It includes the advice given from the school nurse to reflect current advised practice and procedures. The policy was approved and ratified by the Governing Body during the Summer Term 2011.

Administration of medication policy

The Governing body and staff of Ambleside Primary 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 whose role it is to do so or who have volunteered to do so.

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

In what instances we will give medicine.

- As a rule school will not administer prescribed medication if the dosage states that it needs to be administered **three times a day (or less)**. School expects that in cases such as these, the medicine should be administered first thing in the morning (before school), late afternoon/early evening (after school) and lastly just before bed time. Therefore it is not necessary to administer this type of medication at school unless specifically to be taken immediately before or after food.
- If a prescribed medicine needs to be administered **four times (or more)** a day, or before or after lunch, then provided the guidelines outlined in this policy is followed the school will administer the medicine at lunch time.
- Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

- Schools can reserve the right to decide if it will allow prescribed medication to be administered on a case by case basis.
- Travel sick pills will only be administered if school knows in advance they will need to be given. They must always be handed over to the member of staff in an envelope, stating the pupils name, class number, dosage to be given and time to be administered.
- 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.
- **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**
- Please refer to Appendix A Asthma policy for particular guidance on inhalers.
- Ambleside Primary School reserves the right to decide if it will allow prescribed medication to be administered on a case by case basis e.g. a diabetic child , an epileptic child or other life threatening conditions

The preparation and procedure of giving medicine.

- If your child meets the requirements outlined in this policy fill out form, Appendix B.
- 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 keep records, which they will have available for parents/carers. The records will show:
 - All medication which has been double signed out
 - The date/time/name of child/ what amount was administered
 - Person administering medicine needs to print, sign their name and get that signed by another member of staff.
- Each item of medication must be delivered to the Main office, in normal circumstances by the parents/carers, in a secure and labelled container as originally dispensed. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.
- 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'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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.
- Should the parents/carers prefer to administer the medicine themselves then they can come to school and administer the medicine between 12 o'clock – 2 o'clock. Parents/carers can come at the same time to administer non – prescribed medicines if they consider it necessary.
- For each pupil with long term or complex medication needs, the Head teacher, will ensure that an Individual Health Care Plan is drawn up, in conjunction with the appropriate health professionals.
- A case file for each child should be kept which should be securely filed. The School nurse will review all Health Care Plans and documentation.
- It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and our school will encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. Therefore the decision when they should be encouraged to participate in decisions about their medicines and to take responsibility will be made on an individual basis and in consultation with their parents. Where it is appropriate to do so, pupils

will be encouraged to administer their own medication under staff supervision. Staff supervision may not be necessary when a child is administering their inhaler.(See Appendix A Asthma policy)

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

The role of the Intimate Carer when administering medicines

- To administer medicines at time needed and dosage prescribed.
- To keep all medicines safe in a locked cupboard and to return medicines to parents if medicines need to go home on a daily or short term basis.
- To inform parents when further supplies of medication is required.
- To keep records of all medication given which are signed and counter signed.
- To inform parents of any significant issues around medication.
- Keep all relevant members of staff informed of any significant issues around medication.

The role of the School Nurse

- To work closely with the school and in particular the Intimate carer
- To ensure all documentation is up to date by checking regularly
- Attempt to resolve any medical quires school may have either about a condition or the care needed
- To provide further medical advice to parents

Invasive Procedures

Two adults (of the same sex as the pupil, as far as possible), will be present when invasive procedures are performed unless the parents have agreed to the presence of one adult only. Whilst this may be seen as providing protection against a possible allegation against a member of staff, it further erodes the privacy of the child. School will ensure that there is always a member of staff nearby when intimate care takes place.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights, regardless of their age, ethnicity, gender, race, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Review

This policy will be reviewed in the summer term 2015.



Appendix A

AMBLESIDE PRIMARY SCHOOL ASTHMA POLICY

Treatment of Asthma in School

- Reliever (blue) inhaler
- All children with asthma should have a blue (reliever) inhaler in school. Its use should give relief in about 5 minutes by opening up the airways.
- **Preventative treatment (brown inhalers) are for use at home only and should not be used during an asthma attack; therefore they are NOT needed in school.**
- All inhalers will only be administered when necessary. Only if the school receives written confirmation from the child's doctor that they need to have their inhaler at set times during the school day will school consider administering the inhaler.

The school

- Aims to ensure that all children with asthma participate fully in all aspects of school life, including PE.
- Recognises that immediate access to reliever (blue) inhalers is vital.
- Will keep records of children with asthma and their medication requirements.
- Will ensure that all members of staff know what to do in the event of a child having an asthma attack.
- Will work in partnership with all school staff, parents/carers, governors, doctors and nurses to ensure that the asthma policy is implemented.

Parent

- Parents/carers should inform the school if their child has asthma and what their medication requirements are.

Access to inhalers

- Inhalers should be readily available and labelled with the child's name. Children should take more responsibility regarding their inhaler as they get older. Decisions regarding this issue should be made by the parents/carers, the child and the school jointly

- It is important that all children with asthma keep a labelled reliever (blue) inhaler in school.
- All staff need to know where inhalers are kept and this should be the class/lunchtime un- locked location with easy access to all staff members.
- It is important that staff check all children with asthma have their reliever blue inhaler with them when they are at the Sports hall or when they are on an out of school educational activity.

Staff awareness

- Advice regarding the management of asthma in schools will be given by the school nurse when requested by the school.
- Each class teacher should be aware of the children with asthma in their class

What to do in the event of an asthma attack.

Signs and symptoms

- Coughing.
- Shortness of breath.
- Wheezing.
- Tightness in the chest.
- Being unusually quiet.
- Difficulty in speaking in full sentences.

Treatment and action

- Keep calm and do not panic.
- Encourage the young person to sit up and slightly forwards.
- Give the young person two puffs of their reliever (blue) inhaler – preferably through a spacer.
- Loosen tight clothing.
- Reassure them.

AFTER A MINOR ASTHMA ATTACK

- As soon as the child feels better they can resume normal activities.
- The parents/carers must always be told if their child has had an asthma attack.

IF THERE IS NO IMPROVEMENT after 5 minutes or so

- Give at least 5 (max 10) puffs of reliever slowly through spacer. This should last 4 hours.
- Call NHS Direct for advice. You may be asked to repeat dose

CALL 999 IMMEDIATELY IF:

- Their symptoms do not improve after 5-10 minutes.
- They are too breathless to talk.
- Their lips are blue.
- The child collapses.
- You have any doubt about the child's condition.
- Continue to give reliever inhaler as instructed by operator.

Appendix B

Parental permission form

Details of pupils

Surname: M/F:

Forename(s):..... D.O.B.

Address: Class:
.....
.....

Condition or illness:

Medication

Name/Type of Medication:

For how long will your child take this medication :

Date dispensed:

Full direction for use

Dosage and method :

Timing:

Special precautions:

Side effects:

Self administration:

Procedures to take in an emergency:.....

.....

Contact details

Name: Daytime telephone:

Relationship to pupil:

Address:

Date: Signature(s):

I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered). (Name of child) will be given/ supervised whilst he/she takes her medication by (name of member of staff)/. This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Date:

Signed: (The Head teacher/Named member of staff).....



Individual Health care Plan

Name:

D.O.B.

Class:

photo

Medical condition:

Daily medication/care needed:

Medication stored:

Medical Emergency:

Emergency medication/care needed:

Medication stored:

Actions for medical emergency:

Staff needed:

Contact numbers
parents:

Contact numbers
GP:

Contact numbers
Other :



| Date | Pupil's name | Time | Name of medication | Dose given | Any reactions | Signature of staff | Print name |
|------|--------------|------|--------------------|------------|---------------|--------------------|------------|
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