



## Downe Manor Primary School

# **ADMINISTRATION OF MEDICATION AND ASTHMA POLICY**

### **Safeguarding Statement**

At Downe Manor Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Downe Manor Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### **Contents:**

- 1. Guidance**
- 2. Aims**
- 3. Pupils with inhalers**
- 4. Obtaining and Recording Information**
- 5. Access to Medicines and Inhalers**
- 6. Sports and Exercise**
- 7. Animals**
- 8. Returning from Absence due to Illness**
- 9. Long Term Medical Problems**
- 10. Cleaning Regimes**

## **1. 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 that administration should be made 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 pupil can self administer  
or
  - make arrangements to come to school to administer the necessary dosage.  
or
  - provide the medication in the original container with the prescription label which clearly shows the name of the child and the correct dosage.

All medicines should be given to the welfare assistant who will keep it in a secure place.

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

## **2. 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 the school's computer system. They will be displayed in the medical welfare room and in classrooms out of sight of other pupils, to alert the teacher (and any temporary supply staff) to such needs – this includes asthma and anaphylaxis.

## **3. Pupils with inhalers /Epi-pens**

The welfare assistant is responsible for the access to inhalers. Key Stage 2 pupils will be encouraged to carry their own inhalers (under the supervision of class teachers) so that they always have immediate access to them. This is in addition to the inhaler kept in the welfare room.

Children who are prescribed epi-pens must have two in school. Both epi-pens are kept in the welfare room. Where agreed in the plan of care, all medication including inhalers and epi-pens will be taken out of school for off-site activities. 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 epi-pens) stored at or brought into school, have not reached their expiry date. This is checked regularly by the welfare assistant. Children who do not have the correct medication in school will not be allowed to attend until the appropriate medication is provided by the parent.

#### **4. Obtaining and Recording Accurate Information**

Downe Manor 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 a Health Care Plan and will be created with the school nurse 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 agencies involved in supporting the pupil.

#### **5. Access to Medicines and Inhalers**

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), pupils will need access to their location. Epipens will be stored in a designated location within the welfare room where immediate access can be obtained. All medication including epi-pens and inhalers must 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. **(These are the only inhalers that should be at school).**
- **Preventers** - relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are 'Beclafort', 'Becatide', and 'Intal' and are usually BROWN in colour. **(These should not be brought to school).**

**N.B.** Staff do not administer medicines to pupils unless specifically agreed e.g. Epipens. However, pupils will be given assistance to self administer medication if written authority is provided by the parents or if a pupil is unable to self administer, eg is having an asthma attack or is too young.

All staff have been trained in what to do if a pupil has an asthma attack or anaphylactic shock.

#### **6. Sports & Exercise**

Staff should be aware of those pupils who may become wheezy during exercise. Breathlessness during an activity will result in the pupil withdrawing from the activity for that lesson and being monitored by school's staff trained in first aid.

For outside or off-site activities staff should also be aware of pupils who have been prescribed medication (including epi-pens and inhalers). Medication should be collected

from the welfare room and taken to the location of the lesson (e.g. outdoor PE or off-site swimming) by the member of staff teaching the lesson. Medication should be returned to the welfare room immediately afterwards.

## **7. Animals**

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils, known to react in this way, should not approach, handle or care for the animals. To avoid this, pets should not be kept in general areas but in special designated rooms where pupils and staff do not normally work. This also applies to any incubator that is used to hatch chicks.

Appropriate risk assessments should be made and agreed with parents / guardians before any educational visits to sites where animals are present.

## **8. Returning From Absence Due to Illness**

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil returns to school after an illness, parents/ guardians should ensure that he/she can cope with the whole school day. Pupils will not be excused from swimming due to illness. Pupils who are not well enough to go swimming should be kept at home.

## **9. Long-term Medical Problems**

Where there are pupils suffering from conditions that might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or diabetes, all teachers are 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. All emergency use of inhalers will be recorded on the welfare record kept in the welfare room.

## **10. 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.