



## Winwick CE Primary School

### Medication Policy

#### Introduction

Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines.

The Governors and staff of Winwick CE Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility 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**. A list of such staff is held in the school office.

School will only accept medicines that have been prescribed by a doctor or dentist or have written consent from the parent to administer medication, such as Piriton or Calpol. Pupils will not be given aspirin or ibuprofen unless it is prescribed by a doctor.

#### Management and Organisation.

When medicines are to be administered in school, it is essential that safe procedures are established, which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a permission form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Parents should include details of any particular requirements of the medication (such as if it should be taken before food, with food, before exercise etc) and should inform school on the form of when the previous dose was given at home.

Medication **must** be in its original packaging, including the prescriber's instructions and correct instrument to administer the medications (e.g. 5ml spoon). Medicines should be handed to the School administrator or class teacher by the child's parent or carer. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in school for reference by staff involved.

Staff giving medication should read the label carefully, ensure the pupil's name is correct and stated, ensure that they understand the instructions and check prescribed dosage and expiry date. A colleague should be present and perform a second check that the pupil's name is stated, the dosage that is required and the medicine has not passed the expiry date.

They should ensure that the pupil has actually taken the medication. If a pupil refuses to take medication, they should not be forced to take it. Parents/carers should be informed as soon as possible.

They should record the date, dosage and time given on the child's medical request form and a copy kept in the child's file. They should initial the record and ask a colleague to witness the administration and countersign that the correct dose has been given. A record of the dose given (dated and initialed) should be sent home to the parent/carer at the end of the school day, either on a photocopy of the medication request form or in the child's school/home reading diary.

## **Asthma**

A central record of all children who require an inhaler is kept within school, with all staff aware of who those children are. An inhaler is kept within the classroom for each child, however additional emergency inhalers and spacers are kept within the staffroom and also at the main First Aid Station at the entrance to the playground.

Teaching staff are responsible for checking the expiry dates of inhalers kept in their classroom and a key member of staff is appointed to check dates on emergency inhalers. Parents/carers should be notified by Ping or in the school/home reading diary if the medication is approaching its expiry date.

Parents/Carers are asked to complete the Consent Form: Use Of Emergency Salbutamol Inhaler attached to this policy. This will also be sent to parents at the beginning of the year alongside the Asthma Plan.

## **Care Plans**

For each pupil with long-term or complex medication needs, the Headteacher will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals, SENCO, class teacher, parents, and support staff.

## **Epi-pens**

To be reviewed as and when children enter school with this as a need. Staff are trained on this in preparation as and when required. Emergency epi-pens are not kept in school at this time.

## **Self-administration**

Parents/carers are requested not to allow children to bring non-prescribed medication (i.e. Calpol, paracetamol) into school. The school cannot be held responsible for pupils self-medicating if they are unsupervised.

However, if a parent or carer wishes their child to administer their own medication, this request should be made in writing on the permission form. When older children are able to administer their own medication (such as in the case of a ventolin inhaler) this should be kept in a secure place by the class teacher and the administration of the medication should be supervised by one of the members of staff who has volunteered

to assist in the administration of medication. The dose should be recorded in the same way as other medicines on the class record and in the reading diary.

### **Storage**

Medicines should be kept in the refrigerator in the staff room away from children, unless there is a specific need for it to be kept in the classroom e.g. prescribed inhalers, epi-pens, insulin. Where this is the case, Class Teachers must ensure that medicines are kept out of the reach of children but inform First Aiders/trained staff where the medicine can be found.

### **Disposal of Medicines**

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. 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.

Sharps boxes should always be used for the disposal of needles and other sharps.

### **School Trips**

Pupils with medical needs must not be discriminated against and should be encouraged to participate in school trips. 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.

Staff will administer non-prescribed medicine (without it being an emergency) when it is for medication to prevent travel sickness on the return journey of a school trip. Staff will only administer this with a completed Medicine Form signed by the parent/carer giving detailed information of the medicine, dosage and time to be administered before setting off. The medication must be supplied in its original packaging.

Pupils will not be given aspirin or ibuprofen unless it is prescribed by a doctor.

During a school trip, the school will keep a supply of Calpol, Piriton and any other medication deemed appropriate by the Headteacher. Verbal permission may be sought from parents/carers to administer medication if deemed necessary.

### **Confidentiality**

This policy should be used in conjunction with the school's confidentiality and equal opportunities policies. Pupils have a right to privacy and medical information should be treated as confidential.



**Winwick CE Primary School**

**CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER**

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 and the school also holds a spare inhaler prescribed for my child.
3. In the event of my child displaying symptoms of asthma, and if their inhaler and spare inhaler are not available or are 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:

.....



**Winwick CE Primary School**

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's  
name:.....

Class:.....

Date: .....

Dear.....,

This letter is to formally notify you that.....has had problems  
with his/her breathing today at ..... (time).

This happened when

.....

(description of what student was doing at the time and where he/she was)

A member of staff helped them to use the School's emergency inhaler

Number of puffs given.....

Additional information (if emergency inhaler was used please give reason why the  
pupil's own or spare inhaler was not accessible).

.....

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

Yours sincerely,

School First Aider