

Fivemiletown Primary School  
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Fivemiletown Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. However it is important to note:

The administration of medication to children remains the responsibility of the parent or those with parental responsibility.

Medication should only be taken to school when absolutely essential and with the agreement of the Principal.

There is no legal duty that requires school staff to administer medication; this is a voluntary role.

Parents will be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

*(Supporting children with medication needs)*

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

**General points**

- ❖ Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- ❖ Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- ❖ Staff will not give a non prescribed medicine to a child.
- ❖ Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- ❖ Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- ❖ Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. 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.**

- ❖ Medication will be kept in a secure place, out of the reach of pupils but readily accessible if needed e.g. inhalers, epipens.
- ❖ The school will keep records, which they will have available for parents.
- ❖ If children 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.

Fivemiletown Primary School  
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

- ❖ It is the responsibility of parents 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. 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.
- ❖ For each pupil with long term or complex medication needs, the Principal, will ensure that an Individual care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals e.g. in case of anaphylaxis.
- ❖ Where it is appropriate to do so, pupils will be encouraged to administer their own medication e.g. in the case of inhalers, 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.
- ❖ Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- ❖ 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.
- ❖ All staff will be made aware of the procedures to be followed in the event of an emergency.

**Emergency Medication**

- ❖ All teaching staff and relevant non-teaching will be informed annually of pupils with a medical condition and/or Medication Plan
- ❖ As stated in 'Supporting pupils with medication Needs' (page 55) :
  - Any individual can take action to preserve life provided that the action is carried out with the best of intentions and is performed in good faith.*
  - Teachers and other staff are expected to use their best endeavours at all times in emergencies. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.*
  - These are mainly related to four conditions:*
  - Acute asthmatic attack requiring more inhalers/attention than usual routine doses.*
  - Diabetic hypoglycaemic attack requiring Glucose (glucose tablets or hypostop).*
  - Anaphylactic reaction requiring Adrenaline (e.g. EpiPen® or Anapen®).*
  - Prolonged epileptic seizures requiring Rectal Diazepam.*

Fivemiletown Primary School  
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

- ❖ Where a pupil experiences an emergency event with no relevant previous history, staff are expected to take all reasonable steps within their own competencies and experiences to assist the pupil and obtain the appropriate help.
- ❖ Where a pupil with a known medical condition and who has a Medication Care Plan experiences a medical emergency, staff will be expected to follow the advice given in that Medication Plan. Temporary staff, who may be in attendance and may not have the level of awareness and understanding of permanent staff, are expected to act within their own competencies and experience and obtain appropriate help.

**Emergency Procedures**

- ❖ The following members of staff have been trained in ‘First Aid at Work’:
  - Mrs H Graydon
  - Mrs C Elliott
  - Mr M Bloomfield
  - Mrs A Millar
  - Miss M Houston
- ❖ In an emergency staff should not delay in contacting the emergency services if a first aider is not immediately available.
- ❖ An Emergency Services Call Form is displayed in the general office and in the principal’s office. This acts as an aide-memoire with school details in case of an emergency.
- ❖ Parents must be immediately alerted.
- ❖ A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil’s parent arrives. Where possible, the member of staff should have details of any health care needs and medication of the pupil and or a copy of the Medication Care Plan. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- ❖ Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- ❖ The incident should be fully recorded.
- ❖ The Principal must be informed at the earliest possible time.

**In all emergency situations a teacher or other member of school staff will be expected to act as a responsible adult or parent in the best interests of the child in recognition of their duty of care. If in doubt phone for the emergency services.**

**Information relating to specific conditions**

**Asthma**

**Introduction**

Fivemiletown Primary School recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma and encourages them to achieve their potential in all aspects of school life.

Fivemiletown Primary School  
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

In order to ensure this an asthma policy was drawn up taking account of:

- ❖ Supporting Pupils with medication needs (dhsspsni 2008)
- ❖ Asthma Awareness for school staff (Asthma UK)
- ❖ School Policy Guidelines (Asthma UK)

### **Aims**

The school aims to:

- ❖ ensure that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities
- ❖ ensure that pupils with asthma have immediate access to reliever inhalers at all times
- ❖ keep a record of all pupils with asthma and the medicines they take recognising the role that parents have in keeping the school informed.
- ❖ ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- ❖ ensures that all pupils understand asthma
- ❖ ensures that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in an asthma attack
- ❖ work in partnership with all interested parties including parents/carers, medical professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

### **Record keeping**

- ❖ At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions through the completion of a data collection form.
- ❖ From this information the school keeps its asthma register, a copy of which is available to all school teaching staff and any relevant non-teaching staff.
- ❖ All parents/carers of children who have mentioned asthma on the data collection sheet are sent an Asthma UK *School Asthma Card* to give to their child's doctor or asthma nurse to complete. (A copy of the letter sent home with the card can be found in appendix A). Parents/carers are asked to return them to the school. *School Asthma Cards* are then sent to parents/carers of children with asthma on an annual basis to update. It clearly states on the card that it should be reviewed once a year and information updated.

### **Asthma medicines**

- ❖ School staff are not required to administer asthma medicines to pupils
- ❖ School staff are made aware of what to do in an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its *School Asthma Pack*. This procedure is visibly displayed in the staffroom and every classroom. Copy in appendix B
- ❖ All school staff will let pupils take their own medicines when they need to. Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are safely stored in classrooms where they are easily accessible.

Fivemiletown Primary School  
POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

- ❖ For pupils who carry their own inhalers (e.g. those who travel by bus) parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carer.
- ❖ While it is the parents responsibility to ensure that medicines are in date, teachers are asked to check the expiry dates of medicines at the beginning of each term.

**Exercise and activity – PE and games**

- ❖ Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all teachers taking P.E. classes are aware of which pupils have asthma from the school's asthma register.
- ❖ Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers
- ❖ will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.

**Anaphylaxis**

The school currently asks that no nuts or nut products be brought onto the premises.

The following staff have received training in anaphylaxis and the use of an epipen.

- ❖ Miss M Houston
- ❖ Mrs N Heenan
- ❖ Miss G Campbell
- ❖ Mrs L Boyd
- ❖ Mrs A Millar
- ❖ Mrs M Coulter

In the case of any child with a risk of anaphylaxis the advice on the individual child's care plan will be followed.

**Epilepsy**

The school recognises that epilepsy is a very individual condition. Regular medicine should not need to be given during school hours. The advice on the individual child's care plan will be followed.

**Diabetes**

In the case of diabetes the advice on the individual child's care plan will be followed.

Updated September 2015