TOLLESBURY SCHOOL

Administering Medication Policy

This policy was adopted by the Governors

February 2025

It will be reviewed as part of the Monitoring

and Evaluation Cycle in 2027/2028

Tollesbury School will follow 'Managing medicines in schools and Early years settings' (2005), 'Supporting pupils in school with medical conditions' (DfE 2015) and current guidance from Asthma UK

AIMS OF THIS POLICY

1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
2) To ensure the on-going care and support of children with long term medical needs via a health care plan
3) To explain the roles and responsibilities of school staff in relation to medicines
4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEADTEACHER

To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice

- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's 'Administrating Medication Policy'
- To ensure that this policy is reviewed annually
- To ensure children with long term medical conditions have an Individual Healthcare Plan (IHP), agreed between parents and the school.

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a IHP in conjunction with parents and relevant healthcare professionals for children with complex or long-term medical needs
- To share medical information as necessary to ensure the safety of a child

- To retain confidentiality
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns, without delay
- To contact emergency services if necessary, without delay
- To keep the First Aid room and First Aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school and where necessary draw up a Health Care Plan (appendix 1)
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To be responsible for collecting medication from the school
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms (minimum 48 hours).
- Children should not be sent to school if they are in significant discomfort e.g. earache, toothache
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day, require the child to be absent from school.

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. Medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime. Only medicines prescribed four times a day may be administered at school.
- Parents may come to the school office to administer medicines if necessary.
- Prescribed medicines (including eye drops) in the original container, labelled with the child's name and dosage, will be accepted in school. Changes to dosages, on parental instruction, will not be administered.

- Medicines will not be accepted in school that require medical expertise or intimate contact.
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school by a child.
- The adult is required to complete a parental agreement form (see appendix 1) at the school office for the medicine to be administered by school staff.
- The Head teacher must be informed of any controlled drugs required by children.
- Tablets should be counted and recorded when brought to the office and when collected again.
- If painkillers, such as paracetamol or ibuprofen are brought to school an 'unprescribed medicines' form (Appendix 2) must be completed by the adult.
- Administration of medicines at school must be recorded in the 'Medicines Book' by the appointed First Aider and witnessed by a second member of staff. Staff administering medicine will check:
    - ➢ The child's name
    - ➢ The name of the medicine
    - ➢ The method, dosage and time of administration
    - ➢ Directions for use
    - ➢ The date of issue and expiry date (medicines should have been dispatched within the last 3 months)
    - ➢ Any side effects
    - ➢ The length of the treatment or 'stop date' if known
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form.
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in the fridge, to which the children do not have access.
- Tablets must be stored in the locked First Aid box in the school office.
- Epipens should be stored in the school office in a sealed container. All Epipens will be named and checked to ensure they are in date.
- On completion of an asthma card, inhalers should be safely stored in the child's classroom and labelled with their name. They should be taken with the child during physical activities. Children need to have immediate access to inhalers when they are needed. Inhalers for children in EYFS to Year 6 will be kept safely in the classroom.

  Where possible spare inhalers are kept securely in a sealed container in the school office.
- Antihistamine eye drops for severe hay fever must be stored in the locked First Aid cupboard, in the school office.

- No medicines, other than asthma inhalers, may be kept in the classroom.
- Parents are responsible for the safe return of expired medicines to a pharmacy.

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Class teacher/ Educational Visits Co-ordinator (EVC) is responsible for designating a school First Aider for the trip.
- The Class teacher/ EVC is responsible for ensuring that arrangements are in place for any child with medical needs, prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip.
- The designated school First Aider on the trip will administer any medicines required and this will be witnessed by a second member of staff. The First Aider will record the details.
- The First Aider will return the form and any unused medicines to the First Aid cupboard on return to school.

ASTHMA (Guidance taken from 'Asthma UK 2006')

This 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. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local authority) and pupils. Supply teachers and new staff are also made aware of the policy. All staff will receive regular training about how to deal effectively with children who have asthma.

Asthma medicines

• 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. Inhalers belonging to children in EYFS, years 1, 2, 3 and 4 have their inhalers stored securely in the classroom. Children in years 5 and 6 have their inhalers in their trays. All inhalers must be easily accessible at all times.

• School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. Under supervision, all school staff will let pupils take their own medicines when they need to.

Emergency inhalers

Tollesbury School holds a spare, emergency inhaler. Please refer to

'Guidance on the use of emergency salbutamol inhalers in schools' March 2015 (Department of Health)

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 including asthma on their enrolment form.

• All parents/carers of children with asthma are consequently sent an Asthma UK *School Asthma Card** to give

to their child's doctor or asthma nurse to complete. Parents/carers are asked to return them to the school. From this information the school keeps its asthma register, which is available to all school staff. *School Asthma Cards** are then sent to parents/carers of children with asthma on an annual basis to update. Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

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

• 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. Each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

Out-of-hours sport

• Classroom teachers and school sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack. All staff are provided with training. External sports coaches will be expected to have the relevant training prior to starting at the school.

School environment

• The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep animals and has a no-smoking policy, making the school asthma- friendly

• The school ensures that all pupils understand asthma. Asthma can be included in the National Curriculum Key Stages 1 and 2 in science, design and technology, geography, history and PE.

When a pupil is falling behind in lessons

• If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the school nurse and special education needs coordinator about the pupil's needs.

• The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

Asthma attacks

• All staff who come into contact with pupils with asthma know what to do in the event of 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 member of staff has been given a copy (page 2 and 3 of Asthma Awareness for School Staff)When required staff

training in the administration of medication will be arranged.

This Policy will be reviewed at least every 2 years.

Date: 21ST January 2021

Appendix 1

Tollesbury School

Request for school to administer prescription medication

Pupil's name: …… Class: ……..

Address: ……...

Condition / illness: ……...

Name / type of medication: ……..

For how long child will be required to take medication……...

Date: ……

Frequency of dosage: ……. Timing: ……...

Additional instructions / information: (e.g. before/after food, interaction with other medicines, possible side effects, storage instructions) …….……

Emergency contacts:

Name: …….. Relationship to child: ……..

Daytime telephone number: …….…….

OR

Name: …….. Relationship to child: ……..……..

Daytime telephone number: …….

I understand that I must deliver the medicine personally to the school office and collect any remaining medication when course completed. I accept that the school has a right to refuse to administer medication.

Name: …….. Relationship to child: ……..……..

Signed: ……. Date: …….……

Any medication not collected will be disposed of after 10 days.

School use:

Remaining medication returned to parent on: ……..

Or disposed of via …… on ……...

Signed: ……

Appendix 2

Tollesbury School

Request for school to administer non-prescription medication

Pupil's name: …… Class: ……..

Condition / illness: ……..

Name / type of medication: ……..

For how long will child be required to take medication?: ……...

Frequency of dosage: …… Timing: ……

Additional instructions / information: (e.g. before/after food, interaction with other medicines, possible side effects, storage instructions)

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Emergency contacts:

Name: …….. Relationship to child: ……..

Daytime telephone number: …….

OR

Name: …….. Relationship to child: ……..

Daytime telephone number: …….

I understand that I must deliver the medicine personally to the school office and collect any remaining medication at end of agreed time. I accept that the school has a right to refuse to administer medication.

Name: …….. Relationship to child: ……..

Signed: ……. Date: ……

<u>Important</u>: A letter <u>must</u> be attached to this request, outlining the 'exceptional circumstances' for which your child needs non-prescription medication to be administered in school. Only medicine in original packaging and age appropriate will be considered. (Aspirin will never be permitted)

Any medication not collected will be disposed of after agreed time.

School use:

Permission has been approved/refused

Head teacher …….……. Signature