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# Administration of Medicines Policy

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## 1. Medication in school

There are three distinct groups of children for whom medication in school is an option should the School agree to administer it;

- 1) Those who have suffered an acute condition from which they are now symptom free, but who need to continue medication for a further limited period.
- 2) Those who suffer from certain chronic conditions, but who can attend school if they receive a regular dose of medication e.g. those with asthma or diabetes.
- 3) Those that have had an infection or illness where fixed doses of medicine (e.g. antibiotics or analgesics) are required for a short time.

Long-term medication for conditions such as diabetes will only be administered as part of a pupil specific care plan.

## 2. Paracetamol/Calpol

Paracetamol/Calpol is the only medicine that the school keeps for general use for emergencies. For a child to be given the medicine written permission is needed in advance and verbal permission on the day. All doses will be recorded and a slip sent home (See Appendix I and II). **Other than Calpol the school does not keep any medicines for general use.**

## 3. Prescribed Medicines

The administration of prescribed medicines in school for both Infants and Juniors is a matter for the Headteacher's discretion. We would prefer you to arrange for three doses a day of medicine rather than four to remove the need for a dose to be given at school. Should a dose in school be necessary, please note it is not possible to give your child doses during their lunch hour. **To ensure children's safety and to protect staff from liability, only prescribed medicines or medicines bought from a pharmacy and recommended by a doctor will be administered and only by the Office staff.**

All medicines, including inhalers, should be in their original container, with the child's name and dose clearly visible on the pharmacy dispensing label. A medicines administration form (See Appendix III) must be completed by the parent with the dose and times of administration. The form and the medicine should then be given to a member of Office staff. **If these requirements are not met the medication will not be administered.**

Medicines will be kept securely in the Office, well out of the reach of all children. All medicines, except preventative inhalers and epipens, should be taken home at the end of the school day. The responsibility for keeping the medication filled and up to date rests with the parents.

## 4. Allergic reactions

Some children have known allergies for which they have been prescribed medication to be kept in school until needed. The symptoms of the allergic reaction must be specified in writing to the school office as well as written instructions being supplied for the medicine. If a child not known to have an allergy and not notified to school by parents as having an allergy has what appears to be an allergic reaction **we will not attempt to diagnose, we will call parents immediately and an ambulance if necessary and will not administer any medication that is not prescribed for the child.**



## 5. Asthma

All office and teaching staff have been advised on our school's policy for dealing with asthma. All pupil's inhalers will be housed in their classrooms; and pupil's inhalers should remain at school or have a spare onsite (in case it's taken home and not brought back). Only authorised staff will supervise the administration of inhalers and a slip which includes dosage given, date and time will be recorded in pupils' medication records and a slip containing the same information will be given to the child to take home to aid monitoring.(see Appendix IV).

Inhalers must be in their original box with the dispensing label clearly visible and a medicine administration form correctly filled in. The responsibility lies with the child to tell a member of staff if they need to use their inhaler.

Children who need their reliever at any time during the day are to let their Teacher or Teaching Assistant know, and they will supervise them taking the required dose.

If a child known to have asthma has an asthma attack of greater severity i.e. they are wheezing and coughing so much they are unable to speak, the trained staff members will administer 2 puffs of reliever followed by 2 more puffs 10 minutes later if there has been no improvement. They will then call an ambulance and call the parents if there is still no improvement and continue to administer the reliever at 10 minute intervals until the ambulance arrives.

If a child not previously known to have asthma and not notified to school by parents as having asthma has what appears to be an asthma attack, **we will not attempt to diagnose. We will call an ambulance and then the parents immediately. We will not administer any medication not prescribed for the child.**

In case of Emergency Inhaler usage please see **Appendix V.**



Appendix I.

### **Paracetamol/Calpol Consent**

Dear Parent / Carer,

In line with Surrey County Council's recommendations, Paracetamol/Calpol is the only medicine that the school keeps for general use. For a child to be given the medicine written permission is needed in advance to be held on file at school and then verbal permission obtained on the day.

All doses will be recorded and a slip sent home notifying you of the dose and time of administration.

**Other than Calpol/Paracetamol the school does not keep any medicines for general use.**



Appendix II.

**Example Paracetamol Administration Slip**

PARACETAMOL ADMINISTRATION



NOTIFICATION TO PARENT / CARER

Date: \_\_\_\_\_

This is written confirmation that with your permission, your child  
\_\_\_\_\_ was administered paracetamol at school today.

They were given a dose of \_\_\_\_\_ mls at  
\_\_\_\_\_ (time).

Signed: \_\_\_\_\_



Appendix III.

**Administration of Medicines Form**

Dear Parent / Carer,

You have been sent this form as you ticked a box on our Parent App to confirm that your child has a medical condition that the school should know about. Please give as much information as you can.

Thank you

**What medical condition(s) does your child have that the school should know about?**


**Does your child take regular medication for any illnesses? (Including inhaler for Asthma)**

Yes  No

**If Yes, please give details and if this will have be kept in school**





Does your child have any allergies? (Insects, food, medicines etc) Yes  No

If Yes, please give details and any medication that they may have to bring to school




Appendix IV.

**Example Inhaler Slip**

**INHALER ADMINISTRATION- NOTIFICATION TO PARENT / CARER**



Date: \_\_\_\_\_

This is written confirmation that your child \_\_\_\_\_ needed to use their

\_\_\_\_\_ inhaler at school today.

They took a dose of \_\_\_\_\_ puffs at \_\_\_\_\_ (time).

Signed: \_\_\_\_\_





Appendix V.

### **Emergency Inhaler Consent**

Dear Parent / Carer,

We are now allowed to keep an emergency salbutamol inhaler in school. This will only be used by children who have been prescribed an inhaler and for some reason that inhaler is not available (for example, because it is lost, broken or empty) and for whom there is Parent App consent to use it.

Therefore, please tick box on Parent App to confirm that in the event your child is displaying symptoms of asthma, and if their inhaler is not available or is unusable, you consent for your child to receive salbutamol from an emergency inhaler held by the school for such emergencies.