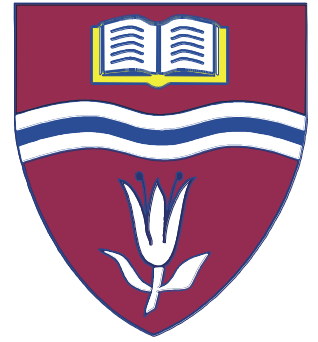


**St Mary's CE (Aided) Primary School**  
*A Christ-centred school with a child-centred curriculum*



# **Managing Medicines Policy**

Updated: November 2023

Up for review: November 2025

In our school our Christian vision shapes all we do.

We treasure each child and enable them to flourish, using their God-given potential, establishing a secure foundation for them to thrive in a rapidly changing world. We are a 'Christ-centred school, with a child-centred curriculum' where wisdom and love guide and influence learning and teaching for our whole community.

**A number of forms are referred to as appendices in this example policy. These are contained in West Sussex County Council (WSSC) 'Templates – Supporting pupils with medical conditions' September 2017 and WSSC Care Plan Templates September 2017. The Asthma Toolkit is also available from the Child Health page within West Sussex Services for Schools**

## **STATEMENT OF INTENT**

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions'. The governing body of St Mary's CE (Aided) Primary School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Signed  
Chair of Governors

Date

## **ORGANISATION**

The Governing Body will develop policies and procedures to ensure the medical needs of pupils at St Mary's CE (Aided) Primary School are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The Lead for Managing Medicines at St Mary's CE (Aided) Primary School is Mrs Sam Adams or, in her absence, ????. In their duties staff will be guided by their training, this policy and related procedures.

## **IMPLEMENTATION, MONITORING & REVIEW**

All staff, governors, parents/carers and members of the St Mary's CE (Aided) Primary School community will be made aware of and have access to this policy. This policy will be reviewed biennially and its implementation reviewed and as part of the Headteacher's annual report to Governors.

## **INSURANCE**

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered under WSCC insurance policies. The medical audit is available to view on West Sussex Services for Schools under 'guide to insurance for schools'.

Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

## **ADMISSIONS**

When the school is notified of the admission of any pupil, the Lead for Managing Medicines will seek parental consent to administer short term-ad-hoc non-prescriptions medication using 'Template B: Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines'. An assessment of the pupil's medical needs will be completed; this might include the development of an Individual Health Care Plan (IHCP) or Education Health Care Plans (EHCP) and require additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

## **PUPILS WITH MEDICAL NEEDS**

The school will follow Government guidance and develop an IHCP or EHCP for pupils who:

- Have long term, complex or fluctuating conditions – these will be detailed using Template 1 (Appendix 1)
- Require medication in emergency situations – these will be detailed using Template 2 for mild asthmatics and Templates 3, 4, 5 and 6 for anaphylaxis (Appendix 1).

Parents/guardians should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made between the parents/guardians, Headteacher, school staff and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. The School Nursing Team will be involved with those children who have more complicated medical needs. Healthcare plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition.

## **ALL PRESCRIBED & NON-PRESCRIBED MEDICATION**

On no account should a child come to school with medicine if he/she is unwell. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. If a pupil refuses their medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services. Pupils should not bring any medication to school for self-administration.

The school will keep a small stock of paracetamol, antihistamine and hand cream, such as E45, for administration with parental consent (template B or gained at the time of administration) for symptoms that arise during the school day. All other medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled and include details of possible side effects, e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the School Office with the appropriate consent form Template C and/or C1 (Appendix 2). The school will inform the parent/guardian of the time and dose of any medication administered at the end of each day by a phone call and/ or a paper slip.

## **CONFIDENTIALITY**

As required by the Data Protection Act 1998, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHP or EHC. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

## **CONSENT TO ADMINISTER MEDICATION**

Parental/guardian consent to administer medication will be required as follows:

- **Short term ad-hoc non-prescribed medication** - The school will request parent/guardian consent to administer ad-hoc non-prescription by either using Template B (Appendix 2) when the pupil joins the school OR by contacting the parent/guardian to gain consent at the time of administration (conversations will be recorded in writing with time and date).

- **Prescribed and non-prescribed medication** - each request to administer medication must be accompanied by 'Parental consent to administer medication form(Appendix 2 Template C and/or C1) or if applicable on the IHP)

## **PRESCRIPTION MEDICINES**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Administration will be recorded using Template D or E and the parent/guardian informed. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

## **NON-PRESCRIPTION MEDICINES**

Under exceptional circumstances, where it is deemed that their administration is required to allow the pupil to remain in school, the school will administer non-prescription medicines. The school will not administer alternative treatments, i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements, unless prescribed or recommended by a Doctor and detailed on an IHP or EHCP as part of a wider treatment protocol. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as prescription medicines.

If the relevant symptoms develop during the school day as detailed under the paragraph below 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- paracetamol (to pupils of all ages)
- antihistamine,
- hand cream as E45 for use only during the Covid-19 pandemic

All other non-prescription medications will only be administered by staff, providing:

- The parent/guardian confirms daily the time the medication was last administered and this is recorded on Template C1 (Appendix 2).
- medication is licensed as suitable for the pupil's age.
- medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition.
- administration is required more than 3 to 4 times per day.
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL).

- and accompanied by parental/guardian consent Template C and C1 (Appendix 2) and confirmation the medication has been administered previously without adverse effect.

The school will NOT administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day.
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time.
- Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a Doctor's note. In the absence of a Doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours the school will advise the parent to contact their Doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.
- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention and parents/guardians will be advised to contact their Doctor.
- Skin creams and lotions will only be administered in accordance with the school's Intimate Care Policy and procedures.
- Medication that is sucked, i.e. coughs, sweets or lozenges, will not be administered by the school.
- if parents/guardians have forgotten to administer non-prescription medication that is required before school, requests to administer will be at the discretion of the school and considered on an individual basis.

### **SHORT TERM AD-HOC NON-PRESCRIBED MEDICATION**

A small stock of standard paracetamol, anti-histamine and hand cream, such as E45, will be kept by the school for administration if symptoms develop during the school day.

ONLY the following will be administered following the necessary procedures:

- For relief from pain, standard paracetamol will be administered in liquid or tablet form for the relief of pain, i.e. period pain, migraine.
- For mild allergic reaction – anti-histamine (see Anaphylaxis) NB parental consent should be gained for those pupils known to require anti-histamine as part of their

IHCP. Verbal consent to administer for hayfever will be gained at the time of administration by contacting the parents and this will be recorded in writing. In an emergency medication can be administered with the consent of the emergency services.

- For travel sickness – medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian in its original packaging with the PIL if available.
- For sore skin due to excessive washing during the COVID 19 pandemic, E45 hand cream will be administered.

Only 1 dose of any of the above medications suitable to the weight and age of the pupil will be administered during the school day, with the exception of E45 handcream which can be administered as required with parental consent gained using template B.

## **PAIN RELIEF PROTOCOL FOR THE ADMINISTRATION OF PARACETAMOL**

If a request for non-prescribed pain relief is made by a pupil or carer/staff (advocate for a non-verbal/non-communicating pupil) before 12pm:

- The school will contact the parent/guardian and confirm that a dose of pain relief (Paracetamol) was NOT administered before school, parents/guardians and if appropriate the pupil will also be asked if they have taken any other medication containing pain relief medication, i.e. decongestants e.g. Sudafed, cold and flu remedies e.g. Lemsip and medication for cramps e.g. Feminax, etc. and these conversations will be recorded. If a dose of pain relief has not been administered in the past 4 hours, the school will, with parental consent, administer 1 dose and record the consent given time and date in writing using the comments section of Template E.
- If the school cannot contact the parent/guardian and therefore cannot confirm if pain relief (paracetamol) was administered before school, then the school will refuse to administer pain relief.

If a dose of pain relief has been administered before school:

- PARACETAMOL - The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8am). No more than 4 doses can be administered in 24 hours.

If a request for pain relief is made after 12pm:

- The school will assume the recommended time between doses has elapsed and will, with parental consent, administer 1 standard of dose of paracetamol without any need to confirm with the parent/guardian if a dose was administered before school.

If appropriate, the pupil will still be asked if they have taken any other medication containing pain relief medication and this conversation will be recorded.

The school will inform the parent/guardian if pain relief has been administered. This will include the type of pain relief and the time of administration.

## **ASTHMA**

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit (see appendix). Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupil's parent or guardian to provide a second inhaler. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The school inhaler will only be used in an emergency and will always be used with a spacer as outlined in the Asthma Toolkit. . The school complies with the School Nursing Team recommendation that staff administering asthma inhalers are trained in their administration and that training is renewed annually. The school will develop IHCPs for those pupils with severe asthma, and complete the Individual Protocol for pupils with mild asthma.

## **ANAPHYLAXIS**

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommendation that all staff are trained in the administration of auto-injectors and that training is renewed annually.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parent/ guardian(s) to provide 2 auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept.

## **MILD ALLERGIC REACTION**

Non-prescription anti-histamine will, with parental consent, be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes) and the pupil must be monitored for signs of further allergic reaction. If antihistamine is not part of an initial treatment plan, anaphylaxis medication will be administered following the guidance for short term ad-hoc non-prescribed medication.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact with hazardous equipment after administration of the medication, i.e. P.E. Science, Design and Technology.



## HAY FEVER

Parent(s)/guardian(s) will be expected to administer a dose of anti-histamine to their child before school for the treatment of hay fever. The school will only administer anti-histamine for symptoms of allergic reaction and not as a precautionary measure.

## SEVERE ALLERGIC REACTION

Where a GP/Consultant has recommended or prescribed anti-histamine as an initial treatment for symptoms of allergic reaction, this will be detailed on the pupil's IHCP. The school will administer 1 standard dose of anti-histamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must **NEVER** be left alone and should be observed at all times.

***If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then, if the pupil has been prescribed an adrenaline auto injector, it will be administered without delay, an ambulance called and the parents informed.***

## MEDICAL EMERGENCIES

In a medical emergency, First Aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur involving a pupil who has an IHCP or EHCP, the emergency procedures detailed in the plan are followed, and a copy of the IHCP or EHCP is given to the ambulance crew. If applicable, the pupil's emergency medication will be administered by trained school staff; if the pupil's medication isn't available, staff will administer the school's emergency medication with prior parental consent.

In accordance with amendments made to the Human Medicines Regulations 2012 from October 2014, a sufficient number of salbutamol inhaler(s) spacer(s) will be held by the school to cover emergency use. Parents are expected to provide 2 in date auto-injectors for administration to their child; if the school does not hold 2 in date auto-injectors for each pupil then a suitable number of auto-injectors will be purchased for use by the school in an emergency.

Parental consent to administer the 'school inhaler and/or auto-injector' will be gained when the pupil joins the school using Template 2 for asthmatics and Templates 3, 4, 5 and 6 for anaphylaxis (Appendix 1). The school will hold a register of the pupils diagnosed with asthma and/or anaphylaxis, and whether parental consent has been given to administer the school medication. The school will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently by the telephone in the School Office. (Appendix 2 Template G)

## **CONTROLLED DRUGS**

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use, e.g. midazolam, will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school. (Appendix 2 Templates D and E)

## **PUPILS TAKING THEIR OWN MEDICATION**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's IHCP or EHCP and parents should complete the self-administration section of 'Parental consent to administer medication' form (Template C Appendix 1).

## **STORAGE & ACCESS TO MEDICINES**

All medicines apart from emergency medicines (inhalers, adrenaline auto-injector, midazolam, etc.) will be kept securely (where access by pupils is restricted). Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto-injectors and midazolam must not be locked away. If appropriate, certain emergency medication can be held by the pupil, or kept in a clearly identified container in his/her classroom. The school will make an assessment as to the competency of each individual pupil to carry their own medication. Parents will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they will be kept in the school office. Staff must ensure that emergency medication is readily available at all times, i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the office or staff room fridge to which pupil access is restricted, and will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs see page 7.

## **WASTE MEDICATION**

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe, the remainder (amount above the required dose) should

be returned to the bottle before administration. If only a half tablet is administered, the remainder should be returned to the bottle or packaging for future administration.

If a course of medication has been completed or medication is date expired it will be returned to the parent/guardian for disposal.

## **SPILLAGES**

A spill must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the school's procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary parents will be asked to provide additional medication.

The school has additional procedures in place for the management of bodily fluids which are detailed in individual health care plans or risk assessments.

If the school holds any cytotoxic drugs, their management will be separately risk assessed and follow Health and Safety Executive (HSE) guidance.

## **RECORD KEEPING – ADMINISTRATION OF MEDICINES**

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/ guardian will also be informed if their child has been unwell during the school day and medication has been administered. For record sheets see Appendix 2 Template D and E.

## **RECORDING ERRORS & INCIDENTS**

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- given the wrong medication
- given the wrong dose
- given medication at the wrong time (insufficient intervals between doses)
- given medication that is out of date
- or the wrong pupil is given medication,

incidents must be reported to the school's Senior Leadership Team, who will immediately inform the pupil's parent/guardian. Details of the incident will be recorded locally as part of the school's local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Leadership will investigate the incident and change procedures to prevent reoccurrence if necessary.

NB: Incidents that arise from medical conditions that are being well-managed by the school do not need to be reported or recorded locally.

## **STAFF TRAINING**

The school will ensure a sufficient number of staff complete 'Managing Medicines in Schools' training before they can administer medication to pupils. The school will also ensure that other staff who may occasionally need to administer a medicine are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course. Staff given instruction by the Lead for Medicines MUST complete a competency test and achieve a score of 100% in order to administer medication.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. All school staff are trained annually to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example: Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse.

## **EDUCATIONAL VISITS (OFF-SITE ONE DAY)**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Appendix 2 Template C) and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff; pupils must not carry non-prescription medication for self-administration.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

## **RESIDENTIAL VISITS (OVERNIGHT STAYS)**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer non-prescription medicines as described in this policy, i.e. antihistamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache, etc. Parents must give written consent prior to the residential visit and sign to confirm that they have administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication (paracetamol, anti-histamine) for administration to pupils during a residential visit and parental consent will be required in order for the school to administer their supply (Appendix 2 Template C and C1). The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring non-prescribed medication on the residential visit for self-administration.

## **RISK ASSESSING MEDICINES MANAGEMENT ON ALL OFF-SITE VISITS**

Pupils with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals so that extra measures (if appropriate) can be put in place. A copy of the pupil's IHCP or EHCP will be taken on the visit and detailed arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a pupil requires prescribed or non-prescribed medication during visit and an IHCP or EHCP has not been developed and the management of their medication differs from procedures followed whilst in school, the school will conduct a risk assessment and record their findings.

**Travelling abroad** – a risk assessment will be developed considering parental and medical advice and documented on the pupils IHCP or EHCP. If an IHCP or EHCP has not been developed, the school will record their findings. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number). European Health Insurance Cards (EHIC) should be applied for by parents and supplied to the school prior to travel for all pupils that travel abroad.

The results of risk assessments however they are recorded i.e. IHCP, EHCP etc. will be communicated to the relevant staff and records kept of this communication.

## **COMPLAINTS**

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved, the Head teacher will inform the governing body who will seek resolution.

Appendix 1 – WSCC Care Plan Templates September 2017

Appendix 2 – WSCC Administering Medicines Templates September 2017

Appendix 3 – Summary guidance medicines policy

# **MANAGING MEDICINES POLICY**

APPENDICES & TEMPLATES

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## **St Mary’s CE (Aided) Primary School, Pulborough**

### **Template A: Pupil Health Information Form**

This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

<b>Child's Name</b>	<b>D.O.B</b>
<b>Gender</b>	<b>Year/Tutor Group</b>

Please complete if applicable

Has your child been diagnosed with or are you concerned about any of the following:

<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Medication</b>
<b>Asthma</b> NB: Parents of pupils with mild asthma must also sign an asthma protocol form (Template 2 in Appendix 1) available from the school)			
<b>Allergies/Anaphylaxis</b> NB: Parents of pupils prescribed an auto injector must also sign the relevant auto injector protocol form (Template 3, 4, 5 in Appendix 1 or available from the school)			
<b>Epilepsy</b>			
<b>Diabetes</b>			

Is your child taking regular medication for any condition other than those listed on the previous page – continue on a separate sheet if necessary.

<b>Condition</b>	<b>Medication, emergency requirements</b>



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Please use the space below to tell us about any other concerns you have regarding your child's health, continue on a separate sheet if necessary:

--

Thank you

**St Mary's CE (Aided) Primary School, Pulborough**

**Template B: Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines**

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

<b>Pupil's Name</b>	<b>D.O.B</b>
<b>Gender</b>	<b>Year/Tutor Group</b>

The Medicines Policy permits the school to administer the following non-prescription medication if your child develops the relevant symptoms during the school day. Pupils will be given a standard dose suitable to their age and weight. You will be informed when the school has administered medication by phone call/text/email. The school holds a small stock of the following medicines:

Paracetamol

Ibuprofen (pupils age 12 and over)

Anti-histamine

***Tick the non-prescription medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications to the child in the past without adverse effect. Please keep the school informed of any changes to this consent.***

\_\_\_\_\_  
Signature(s) Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

## **St Mary's CE (Aided) Primary School, Pulborough**

**Template C:** parental consent to administer medication (where an Individual Healthcare Plan or Education Healthcare Plan is not required)

The school / setting will not give your child medicine unless you complete and sign this form, and the school / setting has a policy that the staff can administer medicine.

Date for review to be initiated by

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

**Medicine**

Name/type of medicine  
*(as described on the container)*

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy and the manufacturer's instructions and/or Patient Information Leaflet (PIL) must be included

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

[agreed member of staff or school location]
---

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I confirm that this medication has been administered to my child in the past without adverse effect. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

**If this is a request to administer non-prescribed medication, please work with the school to complete Template C1 below** 6

**Template C1 - Individual Protocol for non-prescribed medication**

**This form should be completed in conjunction with Template C – parental consent**

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines for a maximum of 48 hours.

Date (requirement reviewed daily)	Time last dose administered at home as informed by parent/guardian	Dosage given in school	Time	Comments
Day 1				
Day 2				

3 main side effects of medication as detailed on manufacturer's instructions or PIL		
1.	2.	3.

Emergency procedures – if the pupil develops any of the signs or symptoms mentioned above or any other signs of reaction as detailed on the manufacturer's instructions and/or PIL this might be a sign of a negative reaction or if it is suspected that the child has taken too much medication in a 24 hour period staff will call 999 and then contact the parent/guardian(s).

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.  
 I am aware that each day I must inform the school when I last administered the medication and that I will be informed by the school when medication has been administered by phone call / text / email.

Agreed by:  
 Parent/guardian.....Date.....

**Template D: record of medicine administered to an individual child**

Name of school/setting	<input style="width: 100%; height: 20px;" type="text"/>
Name of child	<input style="width: 100%; height: 20px;" type="text"/>
Date medicine provided by parent	<input style="width: 100%; height: 20px;" type="text"/>

Group/class/form  
 Quantity received  
 Name and strength of medicine  
 Expiry date  
 Quantity returned  
 Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  
 Time given  
 Dose given  
 Controlled drug stock  
 Name of member of staff  
 Staff initials  
 Witnessed by


\_\_\_\_\_

Date  
 Time given  
 Dose given  
 Controlled drug stock  
 Name of member of staff  
 Staff initials  
 Witnessed by


**D: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		



## **Template F: staff training record – administration of medicines**

Training can also be recorded on a matrix, in SIMS or similar database or using this form.

Name of school/setting	St Mary's Primary School, Pulborough
Name	
Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature

Additional training:

Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature

Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature



## **Template G: contacting emergency services**

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. telephone number

01798 872007

2. your location as follows

St Mary's CE (Aided) Primary School,  
Link Lane  
Pulborough  
West Sussex

3. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

RH20 2AN

4. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Best entrance is:

5. your name

6. provide the exact location of the patient within the school setting

7. provide the name of the child and a brief description of their symptoms

8. put a completed copy of this form by the phone

# ASTHMA TOOLKIT

## St Mary's CE (Aided) Primary School, Pulborough

### Template H – Consent to administer non-prescribed medication on a Residential Visit

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. Whilst away if your child feels unwell the school staff may wish to administer the appropriate non-prescription.

Please do not hesitate to contact the school if there are any issues you wish to discuss.

<b>Pupil's Name</b>	<b>D.O.B</b>
<b>Gender</b>	<b>Year/Tutor Group</b>

If your child develops the relevant symptoms during the residential visit, they will be given a standard dose suitable to their age and weight of the appropriate non-prescribed medication. If symptoms persist medical advice will be sought and if necessary the emergency services called. You will be informed when the school has administered medication on our return by phone call / text / email. The school will hold a small stock of the following medicines:

- Paracetamol
- Ibuprofen (pupils age 12 and over)
- Anti-histamine
- Travel sickness

***Tick the non-prescription medications above that you give your consent for the school to administer during the residential visit and confirm that you have administered these medications to the child in the past without adverse effect. Please keep the school informed of any changes to this consent.***

\_\_\_\_\_  
Signature(s) Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

---

Document creation date: August 2014

Version: 2 Amended

Date of review: May 2020

Review frequency – Biennial

Next review – May 2022

Author: Liz Darke *Health and Safety Officer*



## **What is asthma?**

Asthma is a condition that affects the small tubes (airways) that carry air in and out of the lungs. When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten so that the airways become narrower and the lining becomes inflamed and starts to swell. Sometimes, sticky mucus or phlegm builds up which can further narrow the airways. These reactions cause the airways to become narrower and irritated - making it difficult to breathe and leading to symptoms of asthma. Triggers can include hot or cold weather, increased humidity, fumes, powders, physical exercise and stress.

It's difficult to say for sure what causes asthma, however you're more likely to develop asthma if you have a family history of asthma, eczema or allergies. It's likely that this family history, combined with certain environmental factors, influences whether or not someone develops asthma.

Asthma is a widespread, serious but controllable condition and schools should ensure that pupils can and do participate fully in all aspects of school life. Pupils with asthma need immediate access to reliever inhalers and, in an emergency, a spacer.

The school should ensure that all staff (including supply teachers and support staff) who have pupils with asthma in their care, know who those pupils are and know the school's procedure to follow in the event of an asthma attack.

## **Symptoms of asthma**

The usual symptoms of asthma are:

- coughing
- wheezing
- shortness of breath
- tightness in the chest.

Not everyone will get all of these symptoms. Some people experience them from time to time; a few people may experience these symptoms all the time and occasionally some may not experience any symptoms.

## **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/asthma nurse and class teacher agree they are mature enough. Those deemed competent to do so may self-administer their asthma medication. The reliever inhalers of younger children should be kept in the classroom.

It is advised that the school has an in date spare reliever inhaler on site. These are held in case the pupil's own inhaler runs out, or is lost or forgotten and are kept in the school office. The school may ask a pupil's parent or guardian to provide a second inhaler. All inhalers must be labelled with the child's name by the parent/carer.

From October 1<sup>st</sup> 2014, following changes to the Human Medicines Regulations 2012, schools will be able to purchase inhalers for emergency use from their local pharmacist provided it is done on an occasional basis and not for the profit of schools. It is recommended that schools keep a small stock of back-up



inhalers for emergency use. Schools wishing to purchase inhalers should put their request in writing on headed paper signed by the head teacher stating:

- the name of the school for which the product is required
- the purpose for which that product is required
- the total quantity required

It is recommended that emergency asthma medication is delivered via a spacer device and schools should ensure they have a spacer on site. Spacers may not be shared therefore once used a spacer should be allocated to the pupil that used it and a new one purchased. Spacers can be purchased from a local pharmacist. It is the school's responsibility to ensure the school inhaler remains in date. Spacers provided by pupils for their own individual use should be cleaned between uses. Wash the spacer in warm soapy water, rinse with clean running water and leave to dry naturally.

School staff who agree to administer medicines are insured by the local authority when acting in agreement with this policy. All school staff will facilitate pupils to take their medicines when they need to.

### **Record keeping**

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of children with asthma are given an Asthma Information Form to complete and return to school. From this information the school keeps its asthma records. All teachers know which children in their class have asthma. Parents are required to update the school about any change in their child's medication or treatment. Records must be kept for the administration of asthma medication as for any other prescribed medication.

Schools must gain consent from a parent/guardian to administer the school's emergency inhaler and a register must be kept with the inhaler that details which parents/guardians have given permission for the school inhaler to be administered. It is the responsibility of the school to keep the register up to date.

### **Exercise and activity - PE and games**

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staffs are fully aware of the importance of thorough warm up and cool down. Each pupil's inhaler will be labelled and kept in a box at the site of the lesson.

### **School Environment**

It is recommended that schools endeavour to ensure that the school environment is favourable to pupils with asthma. The school will need to take into consideration any particular triggers to an asthma attack that an individual may have and seek to minimise the possibility of exposure to these triggers.



## Training

It is best practice that all school staff are trained to recognise the symptoms of worsening asthma, how to respond in an emergency and how to administer of reliever medication (inhaler).

### Asthma Attacks – School's Procedure

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the pupil to use their inhaler
- Summon a first aider who will bring the pupil's Asthma Information Form and will ensure that the inhaler is used according to the dosage on the form
- If the pupil's condition does not improve or worsens, the First Aider will follow the 'Emergency asthma treatment' procedures
- The First Aider will call for an ambulance if there is no improvement in the pupil's condition
- If there is any doubt about a pupil's condition an ambulance will be called

### Mild Symptoms:

- Cough
- Feeling of 'tight chest'
- Wheeze

### Ensure that the pupil has access to their reliever (blue inhaler)

- Sit the pupil down in a quiet place if possible
- Younger pupils or those using 'puffer' style inhalers should use a spacer
- Allow the pupil to take 2 or 4 puffs of the inhaler
- Assess effect and, if fully recovered, the child may rejoin usual activities

### Moderate Symptoms:

- Increased cough and wheeze
- Mild degree of shortness of breath but able to speak in sentences
- Feeling of 'tight chest'
- Breathing a little faster than usual
- Recurrence of symptoms / inadequate response to previous 'puffs'

### Ensure that the pupil has access to their reliever (blue inhaler)

- Sit the pupil down in a quiet place if possible and loosen any tight clothing around their neck
- Younger pupils or those using 'puffer' style inhalers should use a spacer
- Allow the pupil to take 4 or 6 puffs of the inhaler
- Assess effect, if fully recovered the pupil may rejoin activities, but a parent/carer should be informed

### Severe symptoms:

- Not responding to reliever medication
- Breathing faster than usual
- Difficulty speaking in sentences
- Difficulty walking/lethargy
- Pale or blue tinge to lips/around the mouth
- Appears distressed or exhausted

### Ensure that the pupil has access to their reliever (blue inhaler)



- Sit the pupil down in a quiet place if possible and loosen any tight clothing around their neck
- Younger pupils or those using 'puffer' style inhalers should use a spacer
- Help the child take one puff of their reliever inhaler every 30-60 seconds with a spacer, up to a maximum of 10 puffs.
- Call 999 if pupil is starting to feel worse or if the symptoms are not relieved after 10 puffs and contact the child's parents/carers.
- Step 3 can be repeated if the ambulance is taking longer than 15 minutes – if in doubt seek advice from the call operator.



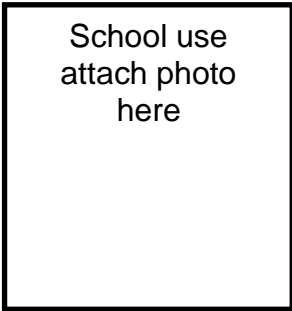
# Individual protocol for Mild Asthma

Please complete the questions below, sign this form and return without delay.

CHILD'S NAME.....

D.O.B. ....

Class .....



## Contact Information

Name					Relationship to pupil			
Phone numbers	Work		Home		Mobile		Other	

If I am unavailable please contact:

Name					Relationship to pupil			
Phone numbers	Work		Home		Mobile		Other	

1. Does your child need an inhaler in school? Yes/No (delete as appropriate)
2. Please provide information on your child's current treatment. (Include the name, type of inhaler, the dose and how many puffs?)

.....  
Do they have a spacer?

.....

3. What triggers your child's asthma?

.....

4. It is advised that pupils have a spare inhaler in school. Spare inhalers may be required in the event that the first inhaler runs out is lost or forgotten. Inhalers must be clearly labelled with your child's name and must be replaced before they reach their expiry date. The school will also keep a salbutamol inhaler for emergency use.

Please delete as appropriate:

- My child carries their own inhaler YES/NO
- My child REQUIRES/DOES NOT REQUIRE a spacer and I have provided this to the school office
- I am aware I am responsible for supplying the school with in date inhaler(s)/spacer for school use and will supply this/these as soon as possible. YES/NO

5. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs?

6. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialists in an emergency? - Yes/No (delete as appropriate)



Emergency Procedure – severe symptoms (see full school’s asthma attack procedure)

- **Give 6 puffs of the blue inhaler via a spacer**
- Reassess after 5 minutes
- If the child still feels wheezy or appears to be breathless they should have a further **4 puffs of the blue inhaler via a spacer**
- Reassess after 5 minutes
- **If their symptoms are not relieved with 10 puffs of blue inhaler, then this should be viewed as a serious attack:**
- **CALL AN AMBULANCE and CALL PARENT**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

Please sign below to confirm you agree to the following:

- I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school.
- I give consent for the school to administer my child’s inhaler in accordance with the emergency treatment detailed above.
- I agree that the school can administer the school emergency salbutamol inhaler if required.
- I agree that my child’s medical information can be shared with school staff responsible for their care.

Signed:.....Print name..... Date.....  
*I am the person with parental responsibility*

Please remember to inform the school if there are any changes in your child’s treatment or condition. Thank you

<b>Parental Update</b> (only to be completed if your child no longer has asthma)	
My child ..... no longer has asthma and therefore no longer requires an inhaler in school or on school visits.	
Signed  <i>I am the person with parental responsibility</i>	Date

For office use:

	Provided by parent/school	Location (delete as appropriate)	Expiry date	Date of phone call requesting new inhaler	Date of letter (attach copy)
1 <sup>st</sup> inhaler		With pupil/In classroom			
2 <sup>nd</sup> inhaler Advised		In office/first aid room			
Spacer (if required)					
Record any further follow up with the parent/carer:					

Example letter to send to parent/carer who has not provided an in-date inhaler or auto injector. Please amend as necessary for the individual circumstances.

Dear (Name of parent)

Following today's phone call regarding (name of pupil)'s asthma inhaler/adrenaline auto injector, I am very concerned that in date medication has not been provided. You have confirmed on (name of pupil)'s Individual Protocol that (name of pupil) requires an inhaler in school and you have agreed to provide the medication. Please ensure that:

- an inhaler/ adrenaline auto injector
- a spacer

are provided without delay.

If (name of pupil) no longer requires an inhaler/auto injector, please inform the school in writing as soon as possible.

Please be aware that in the absence of in date medication, should (name of pupil) suffer an attack, if you have given your consent, staff will administer the school's reliever inhaler/adrenaline auto injector.

However, if you have not given consent for the school reliever inhaler/adrenaline auto injector to be administered, staff will not be able to follow suitable emergency procedures. They will be reliant on calling 999 and awaiting the Emergency Services.

Yours sincerely

