



Broughton Primary's Play Buddies Club

**Medication and Asthma
Policy**

Administration of Medicines Policy

Introduction/Rationale

When school is asked to administer a prescribed medicine or treatment to a pupil and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the Health and Safety of all of our pupils. They are aware of their duty to act as any reasonable parent would to ensure that pupils are healthy and safe on school premises and in our care. This may in exceptional circumstances, require the administration of medicines and taking action in an emergency. This duty extends to teachers on residential and day visits outside of the school.

Parental Role

- Parents are required to provide the school with full information about their child's medical needs.
- Parents are responsible for letting the school know if any changes to the prescription or support is needed.
- It is best if at all possible to have medicine prescribed in doses which can be taken outside of the school day. Parents are encouraged to ask their Doctor/Dentist about this.
- Parents are responsible for the disposal of medicines and they should collect them at the end of each half term or sooner.
- Parents are asked to complete the form 'Request to Administer Medicine' or may write a note containing the same information i.e. name of child, date, name of medicine, dosage, permission to administer, time to administer and any other information relating to the condition of the child.

Non Prescribed Medicine

School staff should generally not give non prescribed medicine to pupils. However, should a parent require that their child receive pain relief or other such medicine, they are encouraged to administer it if possible at home. In exceptional circumstances the school will agree to administer.

Procedure For the Administration of Medicines

- No pupil will be allowed to self administer medicine. This is with the exception of Asthma inhalers which will be supervised by staff if they are needed.
- Medicines will be kept with the authorised staff in a locked container.
- The member of staff administering the medicine will check:
 1. Pupils Name
 2. Written instructions provided by Parents or Doctor
 3. Prescribed dose
 4. Expiry date
 5. Complete the record sheet and sign
- If in doubt, staff will check with parents or health professionals before administering medicine

Emergency Procedures

- Staff noticing a deterioration in a pupils health over time should inform a senior member of staff/first aider immediately. Parents will be notified.
- A pupil taken to hospital in an emergency will be accompanied by a member of staff and will remain with the pupil until the parents arrives.

Storage

- Medication should only be brought into school when absolutely essential.
- Medicines will be kept where possible with the authorised member of staff.
- Large volumes of medicine will not be stored. Wherever possible the parents should bring the daily required dose only.

Health Care Plan

Occasionally pupils have medical conditions which if not managed properly could limit their access to education. Such pupils are regarded as having medical needs.

Parents will be invited into school to discuss their child's needs with the class teacher and senior member of staff/ALNCO. The School Nurse will also be included in this meeting and will identify the level of need and draw up a care plan for the individual child.

Staff Training

A health care plan may highlight the need for staff to receive training in order to best meet the needs of the child. This may encompass training about a

specific medical condition or the administration of medication etc. Staff will receive appropriate training from the School Nurse.

Intimate or Invasive Treatment

Staff will not be expected to administer this kind of medication. Should a pupils health deteriorate to the extent whereby they need such treatment, then advice will be taken and the appropriate emergency procedure will be put into action.

Asthma policy

It is the policy of Broughton Primary's Play Buddies to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with asthma in our care.

We do this by:

- Encouraging and supporting children with asthma to participate fully in activities.
- Ensuring children have immediate access to their reliever inhalers.
- Providing guidance for staff on what to do if a child has an asthma attack and ensuring the child's welfare in the event of an emergency.
- Ensuring that parents/carers of children who develop asthma after they have started at Broughton Primary's Play Buddies club are informed about this policy and given a copy.

This includes:

- Access to appropriate asthma training for staff as needed.
- Key workers/staff recognising when a child's asthma symptoms worsen.

When a child with asthma attends the setting we discuss their needs with their parents/ carers.

This includes:

- Discussing the level or degree of the child's condition.
- Establishing how we can recognise when symptoms get worse-any triggers that the child is known to be sensitive to.
- Ensuring the child has immediate access to their reliever inhaler as prescribed, keeping it in an easily accessible place and making sure all relevant people - especially the child - know where to find it.

- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
- Informing parents/carers that:
 1. The inhaler must be prescribed for the child, labelled clearly with their full name.
 2. It must not have passed its expiry date
 3. A record is kept each time a child takes their inhaler
 4. Medication left in the setting must be checked regularly and parents informed if and when replacements are needed.
- Asking parents/carers to bring a spare inhaler to be kept at our provision in case of an emergency
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999(in line with our registration form)
- Parents/carers are also referred to our admissions and equality and inclusion policies and procedures.

This medication and asthma policy and procedure was passed for use in Broughton Primary's Play Buddies.

On:.....

By:.....Position:.....

By:.....Position:.....

By:.....Position:.....

Date of planned review:.....

Parental agreement for Play Buddies Club to administer medicine

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

Name of School/setting _____

Name of Child _____

Date of Birth _____

Group/Class/Form _____

Medical condition/illness _____

MEDICINE

Name/Type of medicine (as described on the container) _____

Date dispensed _____

Expiry date _____

Agreed review date to be initiated by (name of staff) _____

Dosage and method _____

Timing _____

Special Precautions _____

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

Self Administration _____

Procedures to take in an Emergency _____

CONTACT DETAILS

Name _____

Daytime Telephone No: _____

Relationship to Child _____

Address _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date: _____

Signature _____

Relationship to child _____