

HOLY FAMILY CATHOLIC SCHOOL



MEDICATION AND ASTHMA POLICY

Policy Statement

- We would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.
- However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.
- We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy.

Children with Special Medical Needs

- Should we be asked to admit a child to school with special medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs.
- Where appropriate an individual Care Plan will be developed in partnership with the parents/carers, school nurse and/or Medical Advisors.
- Any resulting training needs will be met.

1. On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.

2. Administration & Storage of Medication in School

- 2.1 Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the school office staff.
- 2.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- 2.3 The form 'School Medication Consent Record' (see appendix 1) should be completed by the parent/carer. This will be kept by the school office staff.

- 2.4 A record of the administration of each dose will be kept on the 'School Record of Medication' form (see appendix 2), which will be signed by the member of staff who administered the medication.
- 2.5 Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.
- 2.6 Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- 2.7 If medication needs to be replenished this should be done in person by the parent/carer.
- 2.8 Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibility in this area. We may want to ask the School Nurse to check the child's technique before accepting full responsibility.
- 2.9 The School will administer pain relief (paracetamol) supplied by parents on receipt of a signed School Medication Consent Record (appendix 1). A record will be kept by the school of the dosage and time of administration and a check will be made on previous doses. Manufacturer's instructions and warnings will be adhered to and parents will be informed when medication has been given.

3. Storage and Disposal of Medication

- 3.1 All medication with the exception of Emergency Medication will be kept in a locked cupboard in the school office.
- 3.2 A regular half-termly check will be made of the medication cabinet, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

HOLY FAMILY SCHOOL ASTHMA POLICY

Policy Statement

Holy Family School:

- Welcomes students with asthma and recognises their needs.
- Will encourage and support students who have asthma to participate fully in all aspects of school life.
- Work towards ensuring the school environment is favourable to students with asthma.
- Expects and encourages parents/carers to give appropriate information to the school regarding their child's asthma and to provide a prescribed reliever inhaler and spacer device (if required).
- Recognises that students need to have immediate access to their reliever inhaler.

1. On Admission to School

All parents/carers will be asked to complete an admission form giving full details of their child's asthma, regular medication, emergency contact numbers, family G.P. and any relevant hospital details.

Every student with an asthma diagnosis must have a **BLUE** reliever inhaler, clearly labelled with the child's name, available in school for use in an emergency.

Key Stage 1 – Inhalers will be kept by the class teacher.

Parents will be informed if the reliever has been used during the course of the day.

Key Stage 2 – Pupils at this age are encouraged to become self-managing by the end of Year 6.

Where a pupil has a clear and sensible understanding of the use of their inhaler, they will be allowed to carry it with them and use it when necessary.

The school nurse may check a child's inhaler technique if staff have any concerns about their ability to self-administer.

If pupils leave the premises for any activity their reliever inhaler will need to go with them. This will be the joint responsibility of staff and parents.

All inhalers will be sent home at the end of each academic year. It is parent's responsibility to ensure a new and indate inhaler comes into school on the first day of the new academic year.

Training

All staff should access asthma awareness training which should be updated regularly.

**HOLY FAMILY SCHOOL
ASTHMA ATTACK FLOW CHART**

In the event of an asthma attack:-

- Stay calm and reassure the child
- Encourage the child to breathe slowly
- Ensure any tight clothing is loosened
- Help the child to take their Reliever (blue) inhaler

Usually 2 – 4 puffs (ideally given individually through the spacer device, if available) are enough to bring the symptoms of a mild attack under control.

HOWEVER DO NOT BE AFRAID TO GIVE MORE IF NEEDED
RELIEVER MEDICATION IS VERY SAFE

ALWAYS CALL FOR AN AMBULANCE
IF ANY of the following occur:

- There is no significant improvement in 5 – 10 minutes
- The child is distressed and gasping or struggling for breath
- The child has difficulty in speaking more than a few words at a time
- The child is pale, sweaty and may be blue around the lips
- The child is showing signs of fatigue or exhaustion
- The child is exhibiting a reduced level of consciousness
- You are concerned about the child's condition at any time

Whilst the ambulance is on its way, the child should continue to take puffs of their reliever (blue) inhaler as needed until their symptoms resolve.

Alternatively, if the child has a spacer device and Reliever (blue) inhaler available give up to 10 puffs, one puff every minute (shaking the inhaler between each puff).

If the child's condition is not improving and the ambulance has not arrived this may be repeated. Contact parents/carers, once the emergency situation is under control and the ambulance has been called.

Signed _____
Chair of Governors

5th July 2012

HOLY FAMILY CATHOLIC SCHOOL



Attach
child's
photograph
here

MEDICATION CONSENT FORM

Child's Name	
Date of Birth	
Class	
Name and strength of Medication	
How much to give (ie dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity given to school	

Please note: **MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.**

The above information is, to the best of my knowledge accurate at the time of writing and I give consent to school staff administering the medication in accordance with school policy. I will inform the school immediately, in writing, if there is any change of dosage or frequency of the medication or if the medication is stopped.

Telephone Number of Parent	
Name of GP	
GP's Telephone Number	
Parent's/Carer's Signature	
Print Name	
Date	

If more than one medication is to be given a separate form should be completed for each medication.

Please see overleaf for record of medication given

SCHOOL RECORD OF MEDICATION RECEIVED

Staff confirm amount of medication given to school	
Signature of member of staff receiving medication	
Print Staff Name	

SCHOOL RECORD OF MEDICATION GIVEN

Date	Time	Dosage	Staff Signature

SCHOOL RECORD OF MEDICATION RETURNED

Medication left at end of course	
Staff Signature	
Signature of parent/guardian collecting excess medication	
Date	