



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

Asthma and other medicines Policy

St John's school is an inclusive community that aims to support and welcome pupils with asthma and other medical conditions. We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma and other medical conditions. St John's asthma and other medicines policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. We ensure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. All new school staff receive asthma awareness and epi-pen training on an annual basis by the school nurse or other trained professional. All staff at St John's receives up to date first aid training and those in the EYFS have pediatric training. St John's has clear guidance on the administration and storage of medicines at school. We have clear guidance about record keeping. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma and other medicines policy is regularly reviewed, evaluated and updated. Updates occur every year.

Policy Guidelines

St John's is an inclusive community that aims to support and welcome children with asthma and other medical conditions.

- Every Asthmatic child should always have one inhaler in school- stored with their individual Care Plan or medical form plus Parental consent for staff to administer medicine and for the child to carry medicine in the class Emergency Rucksack. Similarly, those needing epi-pens or other medication should have it always stored with their individual Care Plan or medical form plus Parental consent for staff to administer medicine and for the child to carry medicine in the class Emergency Rucksack.

- Children with asthma and other medical conditions are encouraged to take control of their condition
- Children feel confident in the support they receive from the school to help them do this
- Children with asthma and other medical conditions are included in all school activities
- All staff feel confident in knowing what to do in an emergency
- The school asthma and other medicines policy is understood and supported by the whole school and local health community
- All Emergency packs/Individual Health Care Plans are to be stored in named school rucksacks – stored in each class at height by the door

They will contain:

1. Inhalers for each pupil
 2. Spacer (if required)
 3. An individual medication list of children with asthma and record of any emergency medication
 4. List of IHCP's in class registers
- In addition, all Individual Health Care Plans are displayed in the SENDCo's room and shown to all visiting supply/student teachers.
 - All Emergency Rucksacks must be taken out in the event of a Fire alarm – where possible (DO NOT re-enter the building)
 - At dinnertimes the emergency packs will be collected by a named welfare assistant (Mrs Marshall) or in their absence another welfare assistant, and placed at height on hooks in Church House
 - The SENDCo and DHT will meet with the welfare assistants at the start of each term to go through the details of each IHCP.
 - All Emergency packs must be taken on all trips – including Church/Swimming
 - When swimming daily inhalers/medication must also be taken and be stored in a see-through plastic bag and placed poolside
 - During extracurricular activities the parents are responsible in ensuring their child has their inhaler/medication. This should be an additional one and not taken out of the class Emergency Rucksack.
 - An emergency asthma kit will be kept in the headteacher's office on the coat hook at the door. This will contain:
 - 2 inhalers
 - 2 spacers
 - Inhalers for each pupil
 - Spacer (if required)
 - An individual medication list of children with asthma and record of any emergency medication
 - List of IHCP's in class registers

We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma and other medical conditions.

St John's is committed to providing children with a physical environment, which is accessible to children with asthma and other medical conditions.

Our commitment to an accessible physical environment includes out-of-school visits and the school ensures these visits are accessible to all children.

We ensure the needs of children and young people with asthma and other medical conditions are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits. All staff at St John's are aware of the potential social problems that children with asthma and other medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma and other medical conditions amongst children and to help create a positive social environment.

We ensure all classroom teachers and TAs are aware of the potential triggers for pupil's asthma and other medical conditions when exercising and are aware of ways to minimise these triggers.

St John's ensures all children have the appropriate medicines with them during physical activity within the school day of 8:50-3:20pm and that children take them when needed.

Risk assessments are carried out for any out of school visit and asthma and other medical conditions are always considered during this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.

There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school.

All staff understand asthma and other medical conditions and are trained in what to do in an emergency.

Staff at St John's understand their duty of care to children in the event of an emergency.

In an emergency school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.

All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma and other medical conditions.

Training is refreshed for all staff once a year as advised by a medical professional.

St John's uses school healthcare plans to inform the appropriate staff (including supply teachers and support staff), of children in their care who may need emergency help.

St John's has procedures in place for a copy of the pupil's health care plan to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it is communicated to the hospital as soon as possible.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take children to hospital in their own car.

St John's has clear guidance on the administration of medicines at school.

Parental Responsibilities

- Inhalers/medication are checked monthly by the parent.
- Replacement inhalers/medication such as epi-pens is obtained before the expiry date by the parent.
- Replacement spacers/epi pens and other medication are re-ordered and replaced after use by the parent.
- Spacers should be cleaned regularly. These are the parent's responsibility to collect, clean and return to school.
- To ensure children have their inhalers/medication after school and liaise with the adult in charge of them. This should not be the supply from the Emergency Rucksack.

Emergency medicines

- All children at St John's with asthma and other medical conditions have easy access to their emergency medicines
- All children are encouraged to administer their own emergency medicine, when their parents and health specialists determine, they can start taking responsibility for their condition under the direction of the school staff
- Children who do not carry and administer their own emergency medicines, should know where the drugs or medicines are stored and how to gain access
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency, this may include taking action such as administering medicines.

Non-emergency medicine

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so
- Many other members of staff who are happy to take on the voluntary role of administering medicines may administer prescribed and non-prescribed medicines to children under the age of 16 if they require it four times a day, but only with the written consent of the parent. If children need three doses, then this should be administered at home.
 - Over the counter medication such as pain, fever relief or teething gel, can be administered if written permission is gained by the person with parental responsibility stating the time and dosage required.
- Training is given to all staff members who agree to administer medicines to children and the Local Authority provides full indemnity
- Should the medicine change or be discontinued, or the dose or administration method change, parents will notify the school immediately
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible.

- All staff attending off-site visits should be aware of any children on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed.
- If a trained member of staff, who is usually responsible for carrying or administering medicine, is not available the school should make alternative arrangements to provide the service. This should be addressed in the risk assessment for the activity.
- If a pupil misuses medicines, either their own or another pupil's, their parents will be informed as soon as possible, and they will be subject to the school's usual disciplinary procedures

St John's has clear guidance on the storage of medicines at school.

Safe storage - emergency medicine

- Emergency medicines for specific named children are kept in the red emergency rucksack which is clearly labelled in the child's classroom
- Children, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage their own emergency medicines, know exactly where to access their emergency medicines

Safe storage - general

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medicines are stored in accordance with instructions paying note to temperature
- Some medicines for children at this school may need to be refrigerated. Refrigerators used for medicine storage are in a secure area inaccessible to children without supervision or lockable as appropriate.
- All medicines are sent home with children at the end of the school year. Medicines are not stored in school over the summer holidays.
- It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year

Safe disposal

- Parents are asked to collect out of date medicines from school
- If parents do not pick up out of date medicines or at the end of the school year medicines are taken to a local pharmacy for safe disposal
- St John's has clear guidance about record keeping

Drawing up School Asthma Health Care Plans

St John's uses an adapted School Health Care Plan from "Managing Medicines in Schools and Early Years Settings" guidance to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines. A

school medication form accompanied is sent to all parents of children with asthma for completion:

- at enrolment
- when a diagnosis is first communicated to the school

The parents are asked to fill out the pupil's school medication form. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form. St John's will ensure that the parent has contact with the school nurse, if required to help complete the health care plan for children with particularly complex healthcare needs.

School medication register

- The school medication plans are used to create a centralised register of children with medical needs.
- An identified member of staff (Mrs. Owens – School Administrator) has responsibility for the register at this school
- The responsible member of staff follows up any of the details on a pupil's medication form or if permission for administration of medicines is unclear or incomplete
- Parents at St John's are regularly reminded to update their child's medication form or Health Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change
- Staff at St John's use opportunities such as teacher-parent meetings to check that information held by the school on a pupil's condition is accurate and up to date
- Medication forms and Health Care Plans are kept in a secure central location at school
- All members of staff who work with groups of children have access to the Medication forms and Health Care Plans of children in their care
- When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the Medication forms and Health Care Plans of children in their care
- St John's ensures that all staff protects pupil confidentiality
- St John's seeks permission from parents to allow the Medication forms and Health Care Plans to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity. This includes for after-school activities a slip with an emergency contact and a note of any allergies/medical needs on.

St John's uses the Medication forms and Health Care Plans to:

- Inform the appropriate staff and supply/student teachers about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma and other medical conditions in the event of an emergency

- Remind parents of children with asthma and other medical conditions to ensure that any medicines kept at school for their child are within their expiry dates

Consent to administer medicines.

- If a child requires regular prescribed medicines (four times or more a day) at school parents are asked to provide consent giving staff permission to administer medicines on a regular/daily basis, if required. A separate form is available for short programs of medicine if parents and school require it

* Aspirin or Ibuprofen must not be given to children under 12 unless prescribed by a doctor

* Medication must be in its original package

- All parents of children with asthma are asked to provide consent on the medication form giving staff permission to administer medicines in an emergency

- If a child requires regular/daily help in administering their medicines then St John's will outline our agreement to administer that medicine/s on the medication form or health care plan. The school and parents keep a copy of this agreement.

- Parents of children with asthma and other medical conditions at St John's are all asked at the start of the school year on the medical form if they and/or the child's healthcare professional believe the child can self manage and administer their own emergency medicines

- Parents are sent medicines form to be completed and returned to school shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the pupil's current condition and their overall health. This provides up to date information to relevant staff to help them manage the pupil's condition while they are away including information about medicines not normally taken during school hours.

- The medicines form is taken by the relevant staff member to the offsite trip and for all out of school hours activities along with a copy of the pupil's medication form or health care plan.

- All parents of children with asthma and other medical conditions attending a school trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required

- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

St John's keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines on the medication form. Details of the supervising staff member, pupil, dose, date and time are recorded.

If a pupil refuses to have medicines administered, this is also recorded, and parents are informed as soon as possible

The parents at St John's have a responsibility to:

- Tell the school if their child has asthma and other medical conditions

- Ensure the school has a complete and up-to-date school medication form or healthcare plan for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- Tell the school about any changes to their child's medicines, what they take and how much
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labelled with their full name
- Ensure that their child's medicines are within their expiry dates and that the spacers are kept clean
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any schoolwork they have missed
- Ensure their child has regular reviews with their doctor or specialist healthcare professional
- Ensure their child has a written care plan from their doctor or specialist healthcare professional to help them manage their child's condition
 - Ensure that emergency contact details are up to date.

All staff at St John's has a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma and other medicines policy
- Know which children have asthma and other medical conditions and be familiar with the content of their individual health plan or medication form
- Allow all staff to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE to raise pupil awareness about asthma and other medical conditions
- Understand asthma and other medical conditions and the impact it can have on children.
- Ensure all children with asthma and other medical conditions are not excluded from activities they wish to take part in
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed
 - If the emergency inhaler and spacer are used from the Head teacher's office this needs to be recorded on the medical sheet inside the emergency bag with the child's name, date, time and dose given. The spacer will then need to be cleaner in hot water. The parents will be informed.

Parental agreement to administer prescribed medicine.

St John's CE (VA) Primary School and its employees will not give your child medicine unless you complete and sign this form.

Name of Setting: _____

Name of Child: _____

Date of Birth: _____

Group/Class/Form: _____

Medical condition/illness: _____

How long will the medicine be taken for: _____

Medicine

Name the medicine is prescribed to on the container: _____

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

Date dispensed: _____

Expiry date: _____

Agreed review date to be initiated by: _____

Dosage and method e.g. Oral, _____
inhaled:

Timing: _____

Special Precautions: _____

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

Self Administration YES/NO (*delete as appropriate*)

Procedures to take in an Emergency: _____

I have read the Asthma and other medicines policy and I agree to fulfil my parental
responsibilities

Signature: _____ Date: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the setting staff administering medicine in accordance with the setting policy. I will inform the setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped at a different time than noted on this form.

I understand that this is not a binding contract and that there may be times where administration times are missed or delayed.

I understand that I must deliver the medicine personally to the Headteacher and in her absence the deputy Headteacher and accept that this is a service that the setting is not obliged to undertake.

Signature(s): _____

Date: _____

Relationship to child: _____

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

Medicines in school.

We have recently updated our school **Policy for Asthma and other medicines**. We are having an increasing number of medicines, particularly antibiotics brought into school. I would make it clear that the staff of the school are under no professional obligation to administer medicines and often unions advise against this.

We do however understand medicines do, at times, need to be administered in school and are willing to do this for the well being health and attendance of our children. However, this needs to be formally agreed with Mrs Healey and a written form completed. It is also a decision we ask you to fully consider and if possible, avoid. Schools are very busy places; doses cannot be guaranteed at the right time and often the timings of medicine delivery is during lesson time.

My child is prescribed a medicine—what do I do?

Firstly consider - Is your child well enough to be in school? Yes, then...

1. Check with the doctor whether they can prescribe a version of the medicine which does not need taking during the school day (e.g. 3 doses, breakfast, after school and bedtime—rather than 4 doses).
2. If they can't, can you arrange for someone to visit school to administer the medicine? Yes? Ring school office to inform them of the time.
3. If you can't, ring Mrs Healey or drop into school to agree to the medicines coming into school. She will ensure safe storage of the medicine. Print out or collect a **Parental agreement to administer prescribed medicine form** to complete giving full instructions of the medicine.
4. Deliver the medicine to Mrs Healey or in her absence to Mrs Owens.

The form and policy will be available on the web site once it has been updated.

Please note in line with this policy:

We will only administer prescribed medicines and non prescribed medicines (pain, fever relief or teething gel) if needed on a four hourly cycle. This does not include throat lozenges and cough medicines. We ask that these are not brought in to school.

We store medicine in the school fridge in the staff room if they require it.

I am sure you understand we are not trying to be unhelpful. Many schools now operate a policy of **no medicines** administration in school. We would rather work with you to keep our all our children safe and healthy.

Thank you.

Mrs N R Healey
Headteacher