Bledington Primary School

Medicines Policy

Written Nov 2015 ***Updated 31.03.17 26.09.20, 03.07.22.*** ***25.06.24*** ***15.07.25*** ***08.08.26*** ***Ratified by Governors: 07.10.26***	**Signed:** **CO HEADTEACHERS** *Aziebeck* **COCHAIRS OF GOVERNORS** *K Dainty A Hammerstein*

This should be read in conjunction with our Attendance, EYFS, SEND, Intimate Care, Care and Control and Asthma Policies.

Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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Guidance on the administration of medication (general):

- Non-prescription medicines are not allowed in school;
- If medicine is prescribed 3 times daily, parents are advised that administration should be made before school, after school and at bedtime;
- If medicine has to be administered in school then parents/ guardians are requested to:
    - supply the exact dose in a syringe
      or
    - the correct number of tablets/capsules which the pupil can self administer
      or
    - make arrangements to come to school to administer the necessary dosage.

All parents must give written permission for the medicine to be on site and state the exact dosage and timing of said medicine. This will be formally recorded with parents/guardians and school's signatures.

1. Aims

Where deemed appropriate, school will seek medical advice and guidance on the best procedures to support pupils to enable them to take part as fully and safely as is possible in all school activities.

We expect parents/ guardians to advise school of their child's specific medical needs. Details will be recorded and held on school's computer system and displayed in the office and staffroom notice boards for all staff to be aware. They will be attached to registers/ teacher information to alert the teacher (and any temporary supply staff) to such needs – this includes asthma and anaphylaxis.

2. Pupils with inhalers

Class teachers will be responsible for EYFS to Key Stage 1 pupil's access to inhalers. Key Stage 2 pupils will be responsible for their own inhalers (under the supervision of class teachers) so that they always have immediate access to them. Where agreed in the plan of care, inhalers will be taken out of school for off-site activities. Information for each pupil will be updated as appropriate and checked at the beginning of each academic year. It is the responsibility of parents/guardians to ensure that any medications (including inhalers and epipens) stored at or brought into school, have not reached their expiry date. Inhalers are usually stored in PE bags which are kept in school.

3. Obtaining and Recording Accurate Information

Bledington Primary School will ask all parents/ guardians of new entrants whether their child has any medical conditions and / or complex health needs. This information will be stored on school's computer system. If appropriate this will be noted on a special educational needs record /My Profile/My Plan or My Plan Plus) and will be updated as necessary. The records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;
- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the pupil.

4. Access to Medicines and Inhalers

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), pupils will need access to their location. Inhalers and epipens will be stored in a designated location where immediate access can be obtained. Additional epipens will be centrally stored as with all other medications e.g. First Aid station, school office. All inhalers, capsules and epipens must be labelled with the pupil's name and class. There are two main types of inhalers:

- **Relievers** – clearly relieve the symptoms of asthma – common examples are called 'Ventolin' and Bricanyl' and are usually BLUE in colour.
- **Preventers** - relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are 'Beclafort', 'Becatide', and 'Intal' and are usually BROWN in colour.

N.B. Staff do not administer medicines to pupils unless specifically agreed e.g. Epipens, rectal diazepam. However, pupils will be given assistance to self administer medication if written authority is provided by the parents.

6. Sports & Exercise

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity will result in the pupil withdrawing from the activity for that lesson and being monitored by school's staff trained in first aid.

For outside activities staff should also be aware of pupils who have been prescribed Epipens for severe reactions to bee/wasp stings.

7. Animals

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils, known to react in this way, should not approach, handle or care for the animals. To avoid this, pets should not be kept in general areas but in special designated rooms where pupils and staff do not normally work. This also applies to any incubator that is used to hatch chicks. Appropriate risk assessments should be made and agreed with parents / guardians before any educational visits to sites where animals are present.

8. Returning From Absence Due to Illness

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil returns to school after an illness, parents/ guardians should ensure that he/she can cope with the whole school day.

9. Long-term Medical Problems

Where there are pupils suffering from conditions that might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or diabetes, all teachers are made aware of the condition, the treatment and any other relevant information. Where a condition is known to need specific intervention, e.g. administering rectal diazepam for epilepsy, school will seek advice and training from a suitably

qualified professional. Parents/ guardians are responsible for notifying school of any known conditions or changes to medication / care plans. School will ensure this information is updated.

10. Cleaning Regimes

Excessive dust from 'walked in' dirt (clay particles) contributes to respiratory problems and should be removed by school's regime of vacuuming on a regular basis rather than by normal sweeping. Filters on warm air central heating systems will be checked and cleaned regularly in particularly dusty environments. Such filters will always be cleaned before the heating is switched on for the autumn term.

See next page for Medicines Parental consent and refer to Medicines administration in school.

Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that the school staff can administer the medicine.

Details of pupil

Name……. DOB: …….. M/F ……

Class……

Condition/illness……

Medication

Name and type of medication…….

How long will your child take this medication……..

Dosage, frequency, time and method …….

Contact details

Name…….

Phone No…….....

Relationship to pupil……

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

Signature…….Date ……

Bledington Primary School Medicine record

Date	Pupil Name	Class	Parental / Guardian Consent for School to Administer	Medication Name/Dosage	Storage required	Label Checked by	Time administered	Administered by	Witnessed by
EXAMPLE 10.06.24	Dan Smith	Red	Yes	Ampicillan 50mg- 2.5ml every 4 hours	Refrigerate	M Logue	13.30pm	M Logue	J Kewley

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End