

# White Laith Primary School

## Policy on Medication in School

**Agreed by Governors: Reviewed October 2022**  
**Review Date: October 2025**

### **Safeguarding**

At White Laith we are committed to providing a caring, friendly and safe environment for all of 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 White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values

The governing body has agreed to the administration and supervision of medicines at White Laith Primary School,

**This policy should be read alongside the Leeds City Council Model Policy, Supporting Children/Young Persons With Medical Conditions Policy v1.0 2022 – which should also be used in conjunction with PG505 Supporting Pupils With Medical Conditions in School / DFE document ‘Supporting pupils at school with medical conditions’.**

### **Administering of medicines**

The administering of medicine in school is a voluntary role. No member of staff will be obliged to fulfil this role.

The headteacher accepts responsibility, in principle, for members of staff who volunteer to give, or supervise children taking, prescribed medicine during the school day.

The headteacher will ensure these staff receive suitable and sufficient information, instruction and training to undertake the function in a safe and effective manner.

These staff are covered under the school's employer's liability insurance. Under no circumstances will any person employed by the school administer medicine if they have not received requisite training or without the authority of the headteacher.

The school requires prior written agreement from a parent or guardian for any medication to be given to a child. No medicine will be given without written consent.

The medication should be clearly marked with the name of the child and the recommended dosage.

Any member of staff giving or supervising the taking of medicines should check:-

- The child's name

- That there are written instructions provided by the parent or doctor

- The prescribed dose

- The expiry date of the medicine

Where staff are in doubt, they should not give the medication until things have been checked and the full details are known.

Pupils are not allowed to look after their own medication, with the following exception:

- Emergency inhaler, with the specific written consent of the parent or guardian. This should be kept only in a zipped pocket or bag and should be labelled with the child's name.

All other medicines will be kept in safe storage in the classroom or staffroom fridge, to be accessed only by staff agreeing to be responsible.

A record will be kept of each dose taken of any medicine in school.

Where possible, parents should request that their GP prescribes a three times per day dose rather than four so that the child need not take the medication in school.

No child will be forced to take medicine if they refuse.

### **Storage and disposal of medicine**

Medicines will be kept securely in the original containers

The school will not dispose of any medicine or the container in which it came. These will be collected by the parent.

### **Record Keeping**

Any medication administered will be logged in the medicine log.

Information will include, date, time, medication, dose, staff initials.

## **Children with Asthma**

If a child has been diagnosed with Asthma, the parent / carer should provide school with a fully completed Asthma Information Card. School will not agree to hold an Asthma Inhaler if the parent / carer has not provided a completed Asthma Inhaler Card unless the inhaler has been prescribed to aid breathing whilst the child has a cold. In this instance a Medication Form should be completed by the parent and the inhaler will be kept in the classroom for an agreed period of time following which the inhaler will be sent home.

Asthma inhalers will be kept in a box labelled '**Asthma Inhaler**' in each classroom to ensure quick and easy access to medication

- > Each inhaler will be kept in an individually named/labelled A5 zip folder within the classroom box.

The classroom asthma box will contain the following:

- > Asthma inhalers
- > Medication log sheets
- > Register of children diagnosed with Asthma
- > Asthma Information Card confirming symptoms, triggers and medication requirements
- > Stickers ..... '**Asthma Inhaler Used**'

The teacher or teaching assistant will record every instance that a child uses their inhaler on the Medication Log Sheet and the child will be given a sticker confirming '**Asthma Inhaler Used**'

The classroom asthma box should be kept with the class at all times e.g. taken outside at play time or lunchtime, taken to PE lessons, taken to Before & After School Club at the end of the school day and brought back to class before the start of the school day.

If the child uses their inhaler and there is no immediate improvement, staff should continue to give two puffs every two minutes up to a maximum of 10 puffs or until symptoms improve. If staff are worried at any time or if the child does not feel better the Emergency Services should be called.

If the child needs to use their inhaler more than once in a four hour period the class teacher or teaching assistant should ask the office staff to advise the parent / carer by telephone.

If symptoms persist following use of the inhaler for a second time staff should contact the parents / carer and consider calling the Emergency Services.

The office staff will continue to be first point of contact for parents and be responsible for collecting, recording and distributing medical information / inhalers.

An Emergency Salbutamol Inhaler is kept in the office and should be used only in an emergency situation.

**Where a child is acutely unwell the parent should keep the child at home.**