



Medication Policy

Aims of policy

- To support the inclusion, good health and regular attendance of all pupils
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- To ensure that school staff understand their role in the administration of medicines to children
- To ensure that parents/carers know their responsibilities in respect of their children's medical needs
- To ensure medicines are stored appropriately and administered safely

Administration of medication policy

- Parents/carers should keep their children at home if acutely unwell or infectious
- Medicines should only be bought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day)
- The school will only administer Prescribed Medicines. Non Prescribed Medicines will not be administered in school
- Prescribed medicines will only be accepted in the original container and labelling as dispensed by the pharmacist, stating the child's name, instructions for administration and dosage
- All medicines should be taken directly to the school office by the child's parent/carer
- The medicine should be clearly marked with the child's class
- Children must not carry medicines around school for self administration during the day
- Medicines will be kept in either a locking cupboard or refrigerator according to the prescriber instructions (unless considered as Emergency Medicines, these will be accessible to the children concerned eg. Inhalers)
- Medicines will be given by Office Staff or the Head Teacher (there is no legal or contractual obligation on them to do so)
- Completion of the 'Prescribed Medicines Permission' form is required before any medicines will be accepted and administered by staff (Appendix 2) available in the school office
- A record of medication administered will also be held in the school office
- School reserves the right to decline the administration of medication at any time
- Refer to Appendix 1. for Asthma Policy Guidance on inhalers

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Asthma Policy

Aims of Policy

- To ensure that all children with asthma can participate fully in all aspects of school life
- To ensure that school staff are aware which children have asthma and the procedures to follow in the event of an asthma attack

Adherence to policy

- Parents/carers should inform the school if their child has asthma and what their medication requirements are
- All children with Asthma should have a **BLUE** (reliever) inhaler in school. It's use should give relief in approx. 5 minutes by opening up the airways
- Preventative treatment (**BROWN** inhalers) are for use at home only and should not be used during an asthma attack, therefore they are NOT required in school
- Inhalers will only be administered when necessary
- Each class teacher should be aware of the children with asthma in their class
- Inhalers should be readily available and labelled with the child's name
- Children should take more responsibility regarding their inhaler as they get older. Decisions regarding this should be made by parents/carers
- Staff and children need to know where inhalers are kept (To be stored in a safe but unlocked location with easy access to all staff members)
- Staff will check all children with asthma have their inhaler with them when they are out of school on an educational activity

What to do in the event of an asthma attack

Signs and symptoms to look out for.....

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty in speaking full sentences

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Treatment and action

- Keep calm, don't panic
- Encourage the young person to sit up and slightly forwards
- Give the young person 2 puffs of their reliever (**BLUE**) inhaler, through a spacer if provided
- Loosen tight clothing
- Reassure them

After a minor asthma attack

- As soon as the child feels better they can resume normal activities
- The parents/carers must always be told in their child has had an asthma attack

IF THERE IS NO IMPROVEMENT after 5 minutes or so

- Give at least 5 (max 10) puffs of reliever slowly through the spacer. This should last 4 hours
- Call NHS Direct for advice. You may be asked to repeat dose

CALL 999 IMMEDIATELY IF:

- Their symptoms do not improve after 5-10 minutes
- They are too breathless to talk
- Their lips are blue
- The child collapses
- You have any doubt about the child's condition
- Continue to give reliever inhaler as instructed by operator



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