

Beecroft Academy

The Management and Care of Asthmatic Children And administration of medicine Policy

A form requesting the School to administer the necessary inhalers needs to be signed by the child's parent/guardian.

All inhalers are kept in the school's medicine cupboard. The inhalers must be brought to school in their original containers with full labeling of child's name, and instructions as to how and when the inhaler must be used. The inhalers themselves need to be labeled with the child's name and class, as well as the *Parental Agreement for Beecroft Academy to Administer Medicine* form. The school will require each child to bring in one inhaler kept in the medical room.

The child will be given the inhaler by a First aider and will be supervised whilst they take it. Some children will administer the inhaler themselves; this is outlined on the *Parental Agreement for Beecroft Academy to Administer Medicine* form.

Inhalers must always be taken with the pupils on school trips of any kind, including sporting activities and swimming. If the child has forgotten their inhaler, the parents would be contacted in the first instance to bring the inhaler in so that the child can participate in the activity, otherwise he/she would not be allowed to go on the trip.

Any child, who goes on a school trip, will have their inhaler available when required at the hand of a current First Aider. Where residential trips are concerned, full details must be known of any drugs/inhalers the child has to take, and who to contact in an emergency. All inhalers/medication administered during the trip will then be logged at the time and recorded on return to school.

Should a child become stressed with wheezing in the playground; either at playtime or during games, the child would be taken to the medical office for attention. The First aider would then take over.

Children who know that they require their inhaler before P.E. should use it at least 10 minutes before the lesson commences, for it to have any effect.

Inhalers will be checked regularly for "life-span," and all inhalers which are kept in school should be sent home with the child at the end of the summer term. *Mrs. V. Reavey* will undertake this.

If a child is using his "reliever" inhaler more than once/twice a day on a regular basis, this suggests the asthma is not fully controlled. This must be noted, the parents informed and advised to talk to the Doctor, with the possibility of the "preventer" inhaler management being adjusted.

Administration of Medicine

Normally only Mrs. V. Reavey and Mrs. T. Lock (Office Staff) are permitted to administer medicines. If there is a case where they are not available, the it should only be administered with those members of staff who have a current first aid certificate. Lists of these staff are placed regularly around school.

If parents want us to administer medicine they will be required to sign a disclaimer and provide written instructions which states the dosage and the time or circumstances when such medicine is required. Only medicine in an appropriate receptacle and clearly labeled with the pupil's name by the chemist will be given.

Staff will not administer medicine alone; there will always be another first aider present. If another first aider is not available another member of staff must be present.

On administering the medicine the staff member will ask the pupil his/her name in the presence of the other member of staff and show that person the medicine and confirm the dosage with them.

A log book of pupils requiring medicine will be kept which will be agreed with the parents.

As medicine is administered it will be recorded by staff and signed by both those present.

In the event of a problem occurring, the headteacher or another member of senior leadership team in the absence of headteacher will be informed immediately.

If there is any query concerning the medicine the matter will be referred to parents or where appropriate to the School Nurse.

Class teachers will be issued with a memo by Mrs. Reavey or Mrs. Lock key stating the time at which pupils should be sent to the medical room for medicine. This should be displayed prominently in the classroom so that all staff are aware of this.

Under no circumstances are pupils to be given medicine which has not been prescribed for them except as pre agreed for trips by parents and staff. E.g. travel sickness pills.

Most prescribed medicines will be stored in a locked cupboard in the front office and generally administered there. Medicines requiring refrigeration will be stored in a labeled container and kept in the fridge in the staffroom.

When pupils are on outings, a member of staff will hold all medicines and administer them. This member will be a qualified first aider. On return to school they will log this in the medical administration form.

It is not part of APT&C (non-teaching staff) or Teachers Conditions of Service that they be required to administer medicines. Anyone not wishing to do so; will not be imposed upon.

A list of staff holding valid First Aid Certificates is circulated to all staff. This notice will be included in staff guidelines and prominently displayed around the school.

List of first aiders to be reviewed half termly by the Headteacher.

List of all pupils registered as asthma sufferers to be displayed in the Front Office. There will also be a Class list to be prominent in classrooms