



Trinity St. Peter's

Church of England Primary School

where children shine



Medicine Policy

Trinity St. Peter's Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Policy aims

- To support individual children with medical needs to achieve regular attendance.
- To reduce cross-infection risk between children, to increase whole-school attendance.
- To ensure that medicines given at school are stored and administered safely.

To support these aims it is essential for Trinity St. Peter's CE to minimise the number of medicines the school is storing and administering at school, and maintain accurate record keeping. Parents and carers are asked to support the school with this policy, which aims to protect all our children.

Please do not send children to school if they are unwell.

Non-prescribed medicines

The school will not be able to store or give medicines that have not been prescribed to a child (e.g. Calpol, Piriton or cough medicines). Please make arrangements to come into school if you wish to give your child these medicines.

Prescribed medicines

In line with other schools' policies, if medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.

The school will provide blank medicines record forms, and parents/carers must complete and sign one of these forms if they leave medicine at school. Parents must also collect the medicine at the end of the school day.

Longer term needs

Where a child has a long-term medical need a written health care plan will be drawn up between parents and school with the support from health care professionals. In this case, school staff will assist with medicines if this is in the care plan. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children using their own asthma reliever.

Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The self-administering of medication only applies to prescribed medication. The school will store the medicine appropriately.

Refusing Medicine

When a child refuses medicine the parent or carer will be informed the same day.

Storage and Disposal of Medicine

The school office will store medicine as required. Inhalers will be stored in the classroom with the child for easy accessibility. Medicines that have not been collected by parents at the end of each term will be safely disposed of. It is the parental responsibility to check the expiry date on inhalers and epi- pens.

Emergency treatment and medicine administration

The school will call for medical assistance and the parent or named emergency contact will be notified. The Governing Body will support any member of staff who assists with medicine in a reasonably good faith attempt to prevent or manage an emergency situation, regardless of outcome.

Reviewed during academic year 2024/25

To be reviewed during academic year 2025/26

TRINITY ST. PETER'S C.E. PRIMARY SCHOOL

Parental Agreement for school to administer medicine

Name of child:	
Date of birth:	
Class:	
Medical Condition or illness:	
Name of medicine:	
Date dispensed:	
Expiry date:	
Dosage and Method:	
Time to be given:	
Procedures to take in an emergency:	

I understand that I must deliver the medicine personally to (agreed member of staff)

I confirm my contact details are up-to-date

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date:

Signature:

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth DD MM YY

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date DD MM YY

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature

Parent/carer's signature Date DD MM YY

ASTHMA QUESTIONS?

Ask our respiratory nurse specialists
Call **0300 222 5800**
WhatsApp **07378 606 728**
(Monday-Friday, 9am-5pm)
AsthmaAndLung.org.uk

What signs can indicate that your child is having an asthma attack?

Does your child tell you when they need medicine?

Yes ☐ No ☐

Does your child need help taking their asthma medicines?

Yes ☐ No ☐

What are your child's triggers (things that make their asthma worse)?

Pollen ☐ Stress ☐

Exercise ☐ Weather ☐

Cold/flu ☐ Air pollution ☐

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes ☐ No ☐

If yes please describe

Medicine	How much and when taken

Dates card checked

Date	Name	Job title	Signature / Stamp

To be completed by the GP practice

Actions to take if a child is having an asthma attack

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance.**
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately.**

