



# St. Joseph's Catholic Primary School Policy

## Medicines Policy

Date: March 2024

Next review: March 2026

Mission									
Together we love, learn, follow Jesus									
Vision									
At St Joseph's Catholic Primary School, through an open and generous heart, we learn together as a family in faith, following the gospel values of love.									
Values									
Hope	Thankfulness	Collaboration	Compassion	Friendship	Resilience	Empathy	Creativity	Justice	Respect

### The Purpose of our Medicines Policy

To provide guidelines and outline procedures on the administration of medicine in school time to pupils with medical conditions to enable them to have full access to education and to provide a statement on the supervision of medicines kept in school which outlines their safe storage and accessibility during school hours.

When a child joins the school, parents/carers are asked if their child has any medical conditions on their enrolment form.

All staff are made aware of the medical needs of pupils on lists held in the Medical Needs / Forms file in the office, in the staff room (whole school) and in each classroom in a green card (class information only). These lists are updated as and when parents inform the school office of a change in circumstances.

If pupils have been prescribed medication by a doctor or other appropriately qualified healthcare professional, it may be necessary for this treatment to continue in school.

### Pupils With a Completed School Health Care Plan

School will store medicines for those pupils whose parents have completed a school health care plan or have other such documentation from a named medical professional. These care plans will be held in the Medical Needs / Forms file in the school office and medicines kept in the child's classroom, the school office or the staffroom fridge as appropriate, except insulin as administered via a child's pump. Consent will be obtained annually in writing or updated as and when school is notified by parents or the child's health care professional regarding any changes.

### Administration of Short Term / None "Life-saving" Medication

Medicines deemed not to be "life-saving", or those needed in the short term, will only be administered in school when it would be detrimental to a child's health or school attendance not to do so or when a parent/carer or named adult is unable to administer the medication themselves. Whenever possible, parents should either ask for the medicine to be prescribed in dose frequencies which enable it to be administered outside of school hours or if necessary, they (or a named individual) can visit school to administer a dose.

If a parent or carer is unable to administer medicine that is deemed essential for the child, then the medication must be presented to school in the original container and within its' expiry date. A written, dated consent from which gives clear instructions for the administration dose, time and storage needs must be completed at the school office (Appendix 1). If the prescribed dosage has to be altered from how the medication is originally presented i.e. half a tablet then the parent should provide the original packaging to school but split the dose accordingly using an appropriate dispenser.



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Two members of staff will supervise a child who is deemed able to self-administer their medication and for those unable to self-administer, two members of staff will measure and administer the medication as per the parental instructions to the named child. A record of any medication given in school will be kept in the Medical Needs / Forms file in the school office indicating which members of staff administered the medicine.

When no longer required, medicines will be returned to parents for safe disposal.

#### **Pupils With Asthma Inhalers in School**

It is the responsibility of parents to ensure that their child's inhaler is in school and in date. Inhalers should be clearly named and kept in school at all times in an accessible location.

As with all medical needs, an up to date record will be kept on SIMS of all pupils with asthma.

Each teacher has a bag in class in which to store inhalers. This bag accompanies the class when sessions are held outside e.g. PE lessons, Forest School sessions, swimming lessons, school trips, sports events and in the event of fire evacuation.

Records are kept in school when a child has used their inhaler; parents are informed when appropriate.

#### **Use of Emergency Inhaler**

Due to the seriousness of some asthma attacks, we believe it is important that our school has an emergency salbutamol inhaler and spacer available for emergency use only in the school office. Ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use. (The letter for consent at Appendix 3 will be used for this – it will be sent out electronically every academic year for parents / carers to complete), but will be used at the first aider's discretion if contact is not possible and patient's health deteriorates. In the event that the school emergency inhaler is used, parents will be contacted immediately and asked to bring medication to school the next day.

#### **Use of emergency salbutamol inhalers in school**

*From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.*

*The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).*

*This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish.*

At St Joseph's Catholic Primary School we will be holding Emergency Salbutamol Inhalers in school and we will ensure that it will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

We have arrangements for the supply, storage, care, and disposal of the inhaler and.

#### **The emergency kit**

Our emergency asthma inhaler kit includes:

- a salbutamol metered dose inhaler;
- at least two single-use plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer/plastic chamber;



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- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the inhaler and spacers
- a list of children permitted to use the emergency inhaler as per parental consent form.
- a record of administration (i.e. when the inhaler has been used).

We will keep an emergency kit in the school office. This is known to all staff and is accessible to them at all times. **The inhaler and spacer will not be locked away** but will be out of the reach and sight of children. The emergency inhaler will be clearly labelled to avoid confusion with a child's inhaler.

#### Storage and care of the inhaler

There will be a named co-ordinator amongst school staff that has the responsibility for ensuring that:

- on a termly basis the school emergency inhalers and spacers are present and in working order, and the inhalers have sufficient number of doses available;
- that replacement inhalers are obtained when expiry dates approach;
- replacement spacers are available following use;
- the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary
- children on the asthma register have in date inhalers in school.

#### Hygiene and Infection Control

All staff should be familiar with the normal precautions for avoiding infections and must follow basic hygiene procedures. Staff have access to disposable gloves and aprons if dealing with spillages of blood or other bodily fluids, or if disposing of dressings or equipment.

#### Emergency Procedures

All staff should know how to call the emergency services. In the event of need, a trained First Aider is responsible for carrying out emergency procedures (Appendix 4).

Should a pupil need to be taken to hospital by ambulance, they should be accompanied by a member of staff who should remain until the pupil's parents arrive.

#### Evaluation

The above policy will be reviewed by school in the light of changing needs and if health and safety issues are raised.



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Appendix 1



**St Joseph's Catholic Primary School**  
Bourne Row, Houghton, Preston, Lancashire, PR5 0DQ  
Tel: 01254 853473  
Email: secretary@st-josephs-houghton.lancs.sch.uk

**Parental Agreement for Administration of Medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	St Joseph's Catholic Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and frequency	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
Staff signature \_\_\_\_\_ Date \_\_\_\_\_



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Appendix 2

**Qualified First Aiders**

		Paediatric First Aid (2 days)	First Aid at Work/For Schools
		Date certificate valid to	Date certificate valid to
Mr	Astle		20/02/2027
Miss	Bottomley		18/11/2025
Mrs	Cox		12/05/2024
Miss	Dewhurst		21/04/2025
Mrs	Edgerley	22/09/2024	
Miss	Ollerton	18/01/2025	



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Appendix 3



**St Joseph's Catholic Primary School**

Bournes Row, Hoghton, Preston, Lancashire, PR5 0DQ

Tel: 01254 853473

Email: [secretary@st-josephs-hoghton.lancs.sch.uk](mailto:secretary@st-josephs-hoghton.lancs.sch.uk)

Consent Form: Use of Emergency Salbutamol Inhaler

Child showing symptoms of asthma / having an asthma attack.

1. I can confirm that my child has been diagnosed with asthma
2. I can confirm that my child has been prescribed an inhaler
3. My child has a working in-date inhaler, clearly labelled with their name, which they keep in school
4. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held u the school to such emergencies.

Child's Name:

Class:

Signed:

Print name:

Date:

Telephone contact:

Email:



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