Wormit Primary School

Protocol Regarding Medication in School

PSA level 2’s remit includes the administration of medication. It falls within the PT’s remit (Jamie Rose) to oversee this. Medication broadly falls into three categories:

1. Blue inhalers (note: Brown preventative inhalers fall into category 3)

Blue inhalers need to be taken by the child when they feel breathless or wheezy. Older children might look after their inhaler themselves but for younger children this is not always practical given they need to have a spacer as well and it is a bulky item. In most cases, therefore, the inhaler should be kept in the office or in their classroom. Jamie Rose will ask parents bringing inhalers into school to complete a ‘Self-Administration of Medication Form’. He will then make the class teacher aware that the child has an inhaler. If a child asks for an inhaler, any member of staff can collect the inhaler and hand it to the child as they are self-administering it. Given the nature of the medication, it is preferable that there is no delay in getting the inhaler to the child, therefore anyone should get the inhaler and hand it to the child though they can then send for a PSA2 to supervise the child and gauge readiness to return them to class/playground if needed. The number of ‘puffs’ should be recorded on the form.

It is good practice for children to collect their inhaler on the way to gym/PE Lessons so that they can take it during exercise if needed. In this event, the class teacher or PSA can record the number of puffs. If no PSA is present, the teacher can send for one if they feel it is needed. If a child’s parents are happy for them to look after their own inhaler, the parent should complete a ‘Self-Administration of Medication Form’ which would be stored in the child’s PPR. In this case, the office staff should make the class teacher and first aiders aware that the children has an inhaler but there is no need to record puffs as the parent has chosen for the child to be independent with their inhaler.

1. Emergency Medicine (e.g. Epipen and Buccal Midazolam) and other medications requiring a protocol e.g. insulin.

These medicines should only be administered by staff who have attended an awareness raising CPD session. Jamie Rose, in consultation with Lucy Jess will ensure there are adequate numbers of trained staff and he will ensure that any child who may need a protocol has one. The protocol will state who has responsibility for administering the medication.

1. Over the Counter/Prescription Medicines

Sometimes children need to take medicines in school. When parents come in to request this, their first point of contact should be Jamie Rose who will ensure they fill in the correct form (parental request for administration of medicine) and set up the necessary protocol. Each dose is recorded. Jamie will allocate the duty of administrating medication to a specific staff member who will take responsibility for doing it at the appointed time. If that staff member is off, Jamie will make an additional plan.

All medication kept in the office should be locked up overnight.

In all cases, medication should only be given where the correct paperwork has been completed, Jamie is aware and following these principles: [Administering medication in schools (sharepoint.com)](https://fifecloud.sharepoint.com/sites/SchoolsEd/SitePages/Medication-in-schools.aspx)

Jamie will maintain an overview of all medication in school which will be available to Lucy Jess if he is off.