

Wormit Primary School and Nursrey Class
Protocol Regarding Medication in School

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. The headteacher will ask parents bringing inhalers into school to complete a 'Self-Administration of Medication Form'. She 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 if 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 PSA 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 if that is what the parent has asked for. In the case of younger children, it may be a 'School Administration of Medication Form'.

2. 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. The Headteacher will ensure there are adequate numbers of trained staff and will ensure that any child who may need a protocol has one. The protocol will state who has responsibility for administering the medication.

3. 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 The headteacher who will ensure they fill in the correct form (parental request for administration of medicine) and set up the necessary protocol/Care Plan. Each dose is recorded. The headteacher will allocate the duty of administering medication to specific staff members who will take responsibility for doing it at the appointed time. If that staff member is off, The headteacher will make an additional plan.

All medication stored and administered in School should have a pharmacist's label stating the child's name and the dosage. On the administration of medication form, the parents should state specific symptoms indicated for the medication to be taken or specific times at which it should be taken. They should be asked to confirm that the child has already had at least once dose of the medication outside of nursery. Medication should only be administered in nursery when a dose has already been taken while in the parents' care – this is to ensure there won't be an adverse reaction while in our care. When the medication is administered, the dosage should be logged and this log should be signed by the person administering the medication and by a second person witnessing the dose.