



Emersons Green Primary School
Administration of Medication in Schools -Guidelines

The school has adopted the South Gloucestershire Education Service Guidance Notes on Administration of Medication in schools. These guidelines outline specific arrangements for this school and should be read alongside the LEA guidance.

Medical Needs

a) Short term Medical Needs

We no longer administer medication for short term medical needs. Parents are encouraged to manage the child's medication around the school day. Parents are welcome to come into school and administer medication themselves if it is absolutely necessary.

b) Long Term Medical Needs

These are medical needs, which will affect the pupil for extended periods and probably most of their lives. E.g. anaphylaxis, asthma, epilepsy. If children need medication for any of these conditions parents and School Nurse must fill in a Health Care Plan. This plan must give clear instructions on dosage and frequency of medication. In these circumstances such medication is stored safely in the medicine cabinets in the school office, accessible toilet, Resource Base or in a teacher's cupboard and a record of the administration kept. There is at least annual training on Diabetes, Anaphylaxes and Epilepsy for all appropriate staff.

The following are conditions that are common at Emersons Green

Asthma

Many children have asthma and they are encouraged to manage their own condition wherever possible. Parents of children with asthma are asked to obtain a spare inhaler from the doctor that can be kept in school at all times. It is the parent's responsibility to ensure that inhalers are in date.

All children in KS2 keep their inhalers on their person or occasionally it is kept in the teacher's cupboard. Inhalers of children in KS1 and Reception are kept in teacher's cupboards. Spare inhalers and spacers are stored in the medicine cupboard in the school office.

When the children are doing physical education they are told to take their inhalers with them.

Anaphylaxis

Children who are allergic to e.g. nuts and have Anaphylaxis have a separate care plan that is filed in the deputy head/ medical room. Copies and additional information are also kept in the contact file and the Health and Safety File.

Epipens are stored in the medical cupboard in the DH/medical room and in the class teacher's cupboard.

Antihistamine is stored in the Medicine cupboard in the school office.

Cystic Fibrosis

Children with Cystic Fibrosis may need Creon to aid digestion. Details are in the Health Care Plans. The class teacher or Resource Base staffs administers Creon at the appropriate times. It is kept on a high shelf in the teacher's cupboard and the adults document the administration of the Creon.

Diabetes

Some children have diabetes and may need to take insulin in school. This will be administered according to the Health Care Plan. Blood sugar levels may be monitored by school staff according to Health Care Plan. It is important for some children to have a sugary snack mid morning if the sugar level is low. An emergency stock of biscuits and juice are kept in the teacher's cupboard. Hypostop is kept in the Medicine cabinet in the office in case of an emergency.

Epilepsy

Some children epilepsy and occasionally need to keep medication in school according to Health Care Plan. Staff have up to date training in dealing with children who may have an epileptic fit or absences. Medication is stored in the medicine cabinet in the school office.

ADHD

Some children are prescribed Ritalin and need to take it during the school day. Parents need to keep us informed of the correct dosage and a Healthcare Plan is drawn up. Ritalin is locked in the medicine cupboard in the school office.

Eczema

Occasionally children with Eczema need to have cream to rub into their skin. This is stored in the medicine cabinet or the class teacher's cupboard.