



## Cherry Tree School Procedures

It is a requirement that all staff are familiar with this document, alongside the Administering Medication Policy, Management of Allergies and Anaphylaxis and Management of Asthma and **sign to say that they have read and understood** the contents at least annually. These, and other supporting documents, are stored in the Administering Medicines folder on the shared drive and are available for reference at all times.

### Administering Medication

- All medicines should be taken directly to the school office by a parent/carer with a fully completed Medication Request form/Asthma IHC Maintenance Plan/Auto-Injector IHCP and Allergy Action Plan (available either on the school website or from the office, Allergy Action Plans must be completed by child's GP/consultant) - the office will direct where the medication is stored (e.g. asthma inhalers kept in classrooms)
- Over the counter medications will only be administered at school if it would be detrimental to the child not to do so
- Prescription medication will only be administered at school when a fourth dose of medicine is required and the spacing of the doses does not otherwise fit outside the timing of the school day
- Medicines must be in date, labelled, and provided in the original container with dosage instructions - medicines which do not meet these criteria will not be administered
- Before administering medicine, maximum dosages and when the previous dose was taken will be checked
- A maximum of four weeks' supply of medication may be provided to the school
- When medicines are no longer required, or if there is medicine left at the end of their treatment, they will be returned to the parents/carers of the pupil
- Medications (other than for asthma/allergies) will be stored securely in the admin office - medication will be refrigerated when required
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices - such as insulin pens and asthma inhalers - will be readily available to staff and pupils
- Staff members have the right to refuse to administer medication - if any member of staff does refuse, the headteacher will delegate the responsibility to another staff member
- Written records will be kept for any medication administered to pupils
- Pupils will never be prevented from accessing their medication when taken within the agreed guidelines from a medical practitioner
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff
- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication

### General

- It is the parent/carers responsibility to keep the school informed about any changes to their child/children's health and to ensure all medications kept at school are in date
- The office staff keep a record of the expiry dates of inhalers, auto-injectors and anti-histamines
- The office staff will ensure that supply teachers and outside agency staff, such as PE coaches, are aware which children have medical conditions
- Pupils with asthma and/or allergies have their medication with them on school trips and during activities outside of the classroom
- Any trained staff member can provide support in the event of an emergency, however, if assistance is required, a member of the office staff, Assistant Head Teacher or Lead MSA can be requested to support by telephoning/sending message to the office
- If a pupil is sent to hospital and the parents are not present, at least one member of staff will accompany the pupil, with Arbor data sheet and health care plan/card as appropriate, until their parent/carer has arrived
- Pupils who are unwell due to medical conditions are allowed the time and resources to catch up on missed school work – contact is made with parents/carers, the school nurse and special educational

needs coordinators (SENCOs) if a child is falling behind with their school work because of their medical condition - when appropriate the school should make a referral to the Education Support Team for Medical Absence (ESTMA)

- Be aware that pupils with asthma or other medical conditions may experience tiredness during the school day due to their night-time symptoms
- When

The following sections summarise 'Management of Asthma' and 'Management of Allergies and Anaphylaxis' which, alongside this document, complete the set of procedural documents for the Administering Medicines policy.

### Asthma

- Parents/carers are informed if their child has had an asthma attack
- Each child has their own inhaler book - details are recorded every time inhaler is used
- Parents/carers are informed if their child has used their reliever inhaler – Use of Inhaler Notice is completed with details and sent home with child on the same day
- Cherry Tree keep a salbutamol inhaler and spacer for emergency use only - the emergency inhaler must be used with a spacer - once used the spacer is disposed of or sent home with the child who used it
- The emergency inhaler must be cleaned immediately after use so it can be reused
- The school will ensure that the emergency salbutamol inhaler will only be used by children, for whom there is written parental consent, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication
- Asthma IHC Maintenance Plans are updated and reviewed annually and parental consent for the use of an emergency inhaler forms part of the plan
- Appropriate support and training will be provided for relevant staff on the use of the emergency inhaler and administering the emergency inhaler
- Whenever the emergency inhaler is used, the incident must also be recorded on the school's records, indicating where the attack took place, how much medication was given, and by whom, and the pupil's parents will be informed in writing
- An asthma register is held in school which records those children diagnosed with asthma, or prescribed an inhaler, and details those for which we have parental permission for use of the emergency inhaler
- Any child with an inhaler who attends an after-school club takes this with them and hands it to the coach. The coach will then keep the inhaler and return it to the office once the club is over. Each morning on the way into the building, staff should check the box in the office for any inhalers that belong to their class and return it to the red bag in their room

**Please read supporting document 'Management of Asthma'.**

### Allergy and Anaphylaxis

- Children have their own allergy book – details are recorded every time antihistamine or an AAI is administered
- The Allergy Action Plan should be reviewed annually and updated with a current picture - this provides medical authorisation and should be signed by the parent as consent for use
- Children know they are not to share or trade food, food utensils or food containers
- Pupils who are prescribed an adrenaline auto-injector have a pack, which is clearly labelled and readily available for use – antihistamine medication is kept in a plastic box with the auto-injector
- Children must have two auto-injectors in school at all times when provided by the GP
- An auto-injector card is kept in the child's pack which will be completed if they need to use an auto-injector - the used auto-injector(s) and card should be given to the ambulance crew
- Parents are contacted if there are any signs of allergic reaction and whenever an AAI is administered
- Staff complete annual training on anaphylaxis and administering adrenaline auto-injectors
- Cherry Tree keep spare adrenaline auto-injectors for emergency use only – medical authorisation and parental consent must be obtained before these can be used
- An Auto-Injector Individual Health Care Plan, that contains consent for use of the emergency AAI, is provided to parents to complete and sign annually - a meeting will be held with the class teacher to discuss plan once complete
- The details of children who have been prescribed an AAI, or where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis, are recorded on an allergy register which details those who are permitted to use an emergency AAI
- Whenever an emergency AAI is used, the incident must also be recorded on the school's records, indicating where the attack took place, how much medication was given and by whom
- If a child requires an EpiPen while attending a after-school club the coach/provider will need to send two

children to the office urgently to tell a member of staff and they will then take the red bag to the child and administer the EpiPen in accordance with the allergy plan

**Please read supporting document 'Management of Allergy and Anaphylaxis'.**

#### **Monitor and Review**

The procedural documents are reviewed every two years alongside the Administering Medication Policy.