

‘Plannu hadau i dyfu am oes – planting the seeds for a lifetime of growth’
Respect, Care, Community - Parch, Gofal, Gymuned



Pontlliw Primary School Ysgol Gynradd Pontlliw


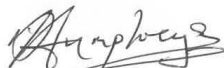
Medication Policy

Article 3: Everyone who works with children should always do what is best for each child.

Article 12: All children have the right to give their opinion, and for adults to listen and take it seriously.

Article 28 : All children have the right to a good quality education.



Name	Position	Signature	Date
Alison Norman	Headteacher		September 2022
Ian Humphreys	Chair of Governors		September 2022

School Policies and Documents

Pontlliw Primary School has a range of policies and documents which cover the areas of Statutory requirements, Curriculum, Health and Safety etc. Some of the policies have been formulated by school staff while others are produced by the LA and/or Consortium and adopted by the Governing Body. These are stored on the office shared drive, HWB and the school website when appropriate. Paper copies of these policies are available from the school office and are stored in the school office.

Introduction

Pontlliw Primary School does not accept children who are unwell on the time of their arrival.

This policy relates to:

- Children who become unwell while attending Pontlliw Primary School and the health care policy.
- The medication management for children in specific circumstances and links with the contract for parents/carers, admissions policy and equality and inclusion policy.

It is the policy of Pontlliw Primary School to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication is administered only if it is prescribed by the child's doctor.
- Parents'/carers' written permission is obtained before any medication is administered. Please see Appendix 1 for our Administration of Medication request form.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.
- Pontlliw Primary School checks that any medication given conforms to the provision's insurance policy requirements.
- All adults in Pontlliw Primary School know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child, Pontlliw Primary School may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child, and update the training as needed.
- Medicines are stored in their original container, with the original label intact and clearly displayed.
- Medicines are stored at the correct temperature, temperatures checked, and records kept.
- Medicines are returned to parents/carers after the prescribed period of treatment.
- All medication is inaccessible to children at all times and kept in a locked cabinet/fridge (immediate access is enabled as necessary).
- Medication that is found to be out-of-date is not administered.
- Written information about when the medication was last administered is obtained from the parent/carer.
- Medication is administered to a child only by a delegated and trained adult.
- The time and dosage of medicine given is recorded and witnessed by another designated adult/member of staff in the provision.

- Records relating to medication administered are kept in line with Pontlliw Primary School's confidentiality policy and retained in line with regulatory and insurance company requirements.

Asthma Policy and Procedure

Asthma is a long-term condition that can cause a cough, wheezing and breathlessness. The severity of the symptoms varies from person to person. Asthma can be controlled well in most people most of the time. In the UK, 5.4 million people are currently receiving treatment for asthma. That is 1 in every 12 adults and 1 in every 11 children.

Asthma is caused by inflammation of the airways. This makes it difficult to breathe and causes wheezing and coughing. It may also make the chest feel tight.

(<http://www.nhs.uk/conditions/asthma/Pages/Introduction.aspx>)

It is the policy of Pontlliw Primary School to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with asthma in our care.

We do this by:

- Encouraging and supporting children with asthma to participate fully in activities.
- Ensuring children have immediate access to their reliever inhalers.
- Providing guidance for staff on what to do if a child has an asthma attack and ensuring the child's welfare in the event of an emergency. This includes:
 - Access to appropriate asthma training for staff as needed.
 - Key workers/staff recognising when a child's asthma symptoms worsen.
- Ensuring that parents/carers of children who develop asthma after they have started at Pontlliw Primary School are informed about this policy and given a copy.
- Ensure that Student Teachers, Supply Teachers and Visitors are aware of this policy and its procedures by highlighting this policy in the relevant handbooks.

When a child with asthma attends the setting, we discuss their needs with their parents/carers.

This includes:

- Discussing the level or degree of the child's condition.
- Establishing how we can recognise when symptoms get worse – any triggers that the child is known to be sensitive to.
- Ensuring the child has immediate access to their reliever inhaler as prescribed, keeping it in an easily accessible place and making sure all relevant people - especially the child - know where to find it.
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
- Informing parents/carers that:
 - The inhaler must be prescribed for the child, labelled clearly with their full name.
 - It must not have passed its expiry date.
 - A record is kept each time a child takes their inhaler.
 - Medication left in the setting must be checked regularly and parents informed if and when replacements are needed.

- Asking parents/carers to bring a spare inhaler to be kept at our provision in case of an emergency.
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our registration form).
- Making sure the person collecting the child is informed if the child has had to take their medicines and to sign the form (in line with our medication policy).
- Making sure that inhalers are always taken on our trips (in line with our outings policy).
- Parents/carers are also referred to our admissions and equality and inclusion policies and procedures.
- Parents and carers can sign to allow the use of the school's emergency inhaler in case of an emergency, A list of pupils allowed access to the emergency inhaler is kept in the school office. All of the above information applies when using the emergency inhaler with a pupil.

This **Medication and Asthma** policy and procedure was passed for use in Pontlliw Primary School

This policy will be reviewed when necessary.