



The Swallowtail Federation of Church Schools  
**With friendship, trust and kindness we fly!**

*(Love your neighbour as yourself, ' Mark 12:30-31)*

We welcome all people and encourage everyone to meet their full potential – to love each other, love to learn and learn to live in all its fullness. We love our neighbours – in our school, our federation, the local community, nationally and globally, as Jesus told us to do so.

## Policy on the Administration of Medicines

This policy will be reviewed in full by the Governing Body every 2 years. This policy was last reviewed and agreed by the Governing Body Sept 2021. It is due for review September 2023.

Signature

N.J.Butcher

Exec Headteacher

Date: Sept 2021

Signature

S.Watts

Chair of Governors

Date: Sept 2021

It is the policy of Swallowtail Federation of Church Schools to support pupils and parents in the administration of medicines during school hours. However, it is acknowledged that schools do not have an obligation to assist in the administration of medicines and each request will be dealt with on an individual basis. No member of staff will be under any obligation to administer medicines and can refuse to do so without giving any reasons.

Where there is a request for medicines to be administered at school the following procedures will apply.

- The Head or teacher in charge must be made aware of the request and will make the decision on acceptance or refusal.
- The current Dfe Template C form must be completed and signed by the parent (see appendix 1). Staff administering the medicine will sign the same form as a record of administering the medicine.
- The parent/guardian must check each day with the Head of School that the school is still willing to administer the medicine and then pass it directly to her/him.
- The parent/guardian will supply the medicine in an appropriate container, which is clearly named and labelled with instructions for administration and storage.
- The parent/guardian will ensure that staff are fully informed of the type of medicine and of any known side effects that may occur.
- It is the parent/guardian's responsibility to remove any containers or unused medicine.
- For pupils diagnosed with asthma, parents are asked to complete a school asthma form (see appendix 2). This is reviewed annually. Inhalers are kept in our class inhaler boxes and it is the responsibility of the parent to ensure it is labelled and within date. If a child requires their inhaler during the school day we keep a record of this and inform parents by letter/sticker.
- Though every effort will be made to ensure that school comply with parental request, it must be recognised that within a busy school setting, staff may omit to administer the medicine at the correct time, or at all. In this circumstance staff must not be held responsible.

This policy is used alongside the Norfolk County Council Guidance for supporting pupils with medical needs.

APPENDIX 1:

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicines?

Yes  No

What are your child's triggers (things that make their asthma worse)?

Pollen  Stress  
 Exercise  Weather  
 Cold/flu  Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes  No

If yes please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

**0300 222 5800**

(9am – 5pm; Mon – Fri)

[www.asthma.org.uk](http://www.asthma.org.uk)