



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL
FAITH • LEARNING • LIFE

ADMINISTERING MEDICINES POLICY



Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
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Policy Status	Statutory
Owner	MMPS

Aim:

To ensure that the school has an accurate record of pupils with any medical conditions and that class teachers are aware of these and to record these details on a medical log and health care plan. All of us want all children to have successful and fulfilling lives. By implementing this guidance you will be helping to achieve our shared vision that all children and young people should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution. The measures outlined in this guidance are one more step towards ensuring that vision becomes a reality.

1. Copies of the pupil's specific medical needs (as advised by parents) will be recorded in the medical details log. A copy of this will be distributed to class teachers at the beginning of the academic year.

2. 'Health care plans' must be updated annually or if there are any changes to a child medical condition.

3. Pupils with inhalers can be responsible for their own inhaler so that they always have immediate access to it. If necessary, this includes the inhalers being taken out of school for games/swimming, or other off-site activities. Inhalers may also be kept with the class teacher and within easy access. Location

of inhalers must be indicated on the healthcare form. Spare inhalers will be kept in the Reception office.

4. It is important that all adults involved with pupils in school or school-associated activities, should receive advice on practical asthma management.

Obtaining and Recording Accurate Information:

The school will ask all parents to complete a medical update form at the beginning of the academic year, the data from this will be transferred to the medical detail log. Parents will be asked to clarify any medical conditions and note will be made on the log. Parents will be required to update the school of any changes or development of medical conditions including asthma. In addition to this 'Health care plans' will also be produced for all pupils on the medical log. These will be updated annually. Class teachers will receive a copy of the plans.

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to pupils.

These requests fall into two categories:

- . Pupils who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma)

. For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

.If it is unavoidable that a child has to take medicine in school, written approval and instructions are to be given by the parent:

The medicines must be brought into school in a properly labelled container which states:

- 1. The name of the child**
- 2. The name of the medicine**
- 3. The dosage**
- 4. The time of administration**

Medicines will be kept in a secure place by Admin staff.

The record will be kept of medicines administered, dose and time of administration. This is to help prevent pupils exceeding the recommended or prescribed dose. The Head Teacher or H&S CO will oversee the administration of the medication. Staff cannot administer the medication.

Paracetamol will not be administered by the school under any circumstances. Unless provided by parent or guardian.

Access to Medicines and Inhalers:

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), parents must confirm in writing the details of the inhaler

including a description and dosage. All inhalers must be labelled with the pupil's name and class.

Relievers clearly relieve the symptoms of asthma - common examples are called

'Ventolin' and 'Bricanyl' and are usually BLUE in colour.

Sports & Exercise:

All school staff should be clear about what to do in the event of a medical emergency.

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity should result in the pupil withdrawing from the activity, for that lesson.

Swimming rarely provokes asthma, as the air breathed is warm and moist but staff needs to ensure that any pupils who may need to take medication, take it with them.

Animals:

Some animals can cause a sudden and severe reaction. Pupils, who react in this way, should not approach, handle or care for the animals.

All such information must be recorded on the Healthcare plan

Emergency medication

Some pupils may require emergency medication e.g. allergy sufferers. In such cases this must be highlighted in the health care plan and parents must give clear instructions on how to administer the medication. Parents must also state whether or not the child can administer it themselves or if they give permission for the school to administer medication.

If emergency medication is administered this should be recorded on the ‘emergency medication log’ and parents must be informed via telephone immediately.

Returning from absence due to illness:

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil is sent back to school after an illness, parents should ensure that he/she can cope with the whole school day.

Children with Medical Needs

1. Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis.

2. Others may require medicines in particular circumstances, such as pupils with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

3. Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support.
However staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

4. Some children and young people with medical needs have complex health needs that require more support than regular medicine. It is important to seek medical advice about each child or young person's individual needs.