



# St John's School.

## Policy for Administration of Medicines in School

### 1. Introduction

This policy must be seen within the context of the CYPES policy entitled 'Administration of Medicines in Schools' which can be accessed via the gov.je website.

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Administration%20of%20Medicines%20in%20Schools%2020170504%20NJ.pdf>

### 2. Legal Framework

As described within CYPES policy – Administration of Medicines in Schools

- All CYPES Schools are responsible and accountable for the health and safety of pupils in their care.
- The Medicines (Jersey) Law 1995 places restrictions on dealings with medicinal products, including their administration. In the case of prescription-only medicines, anyone administering such a medicinal product by injection must be an appropriate practitioner (e.g. a doctor) or else must act in accordance with the practitioner's directions.
- There is no legal or contractual duty on school staff to administer medicine. This is a voluntary role. However, swift action would need to be taken by a member of staff to assist any pupil in an emergency.
- School staff in charge of pupils have a 'common law' duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstance, extend to administering medicine and /or taking action in an emergency.
- This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. The Education (Jersey) Law 1999 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare.
- CYPES fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment, have been provided with adequate training and are following the CYPES guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides.

### 3. Procedures

Some pupils who have an ongoing medical condition will require regular medication within school hours. Likewise, children are often well enough to come to school but on medication.

To lessen the number of absences it seems sensible to accept that any necessary medication is allowed to be brought to school.

For these pupils the following procedures should be undertaken:

- It should be the exception rather than the rule for medicines to be brought into school.
- Medication should only be administered after a written request from parents using the agreed Administration of Medicine Record form obtained from the School Office or school website.
- All medicines must be clearly labelled and given to the school office, by the parent along with the completed Administration of Medication Form
- Medication such as antibiotics which are to be administered **4 times a day** are only accepted in school and should be either kept in the fridge in community kitchen (if required) or is to be kept in a secure cupboard located in the Medical Room with a copy of the completed Administration of Medicines form under the control of the school office.
- Potential emergency medication e.g. Asthma inhalers or Epi pens/hypoglaecemia or insulin should be kept in a locked cupboard in the pupil's classroom for ease of access along with a completed copy of the Administration of Medicine form and a spare medication and form is to be kept in the Locked medical cupboard in the medical room. This will be arranged by the school office at the beginning of each academic year.
- Any medication must always be taken on off site or residential trips.
- Once administered the rear of the Administration of Medicine form must be completed by the member of staff who has administered a dose with the details required on the rear of the form and witnessed by a second staff member.
- Medicines must be administered by the school office, First Aider or class teachers, as prescribed and directed by the parent as on the Administration of Medicine form.
- Analgesics should not be provided to pupils by the school, but if prescribed can be administered under the same procedures described within this policy.
- The class teacher is responsible for any unused medication to be returned to a parent at the end of the academic year. The school office will keep a check on the dates throughout the academic year ensuring that medication held in school is in date and will contact the parent/carer if it needs replacing.
- Policy and procedures can be found on the school website under our policies section.

### 4. Responsibilities

The Deputy Headteacher is responsible for informing staff of all medical procedures and the school office, the giving of medicines in school.

Staff are responsible for acting within the strict guidelines of this policy.

Parents and Carers are responsible for:

- Making a request in writing for medication to be given by completing the Administration of Medication form.
- Providing medication in its original container clearly labelled with the child's name, the name of the medication, the dose and time to be given.
- Informing the school in writing of any changes of medication.
- The school office will inform staff of pupil's details of their medication and dosage required
- The school office is responsible for checking all medication on a termly basis, notifying parents of expiry dates and their need to replenish or update the medication.
- It is the responsibility of the parents to ensure that prescribed medication for specific illnesses are taken home at the end of the day if it is needed at home.
- Parents need to ensure that their child has their inhaler with them at out of school hours sports fixtures.
- Knowing that if they send their child to school without the agreement of the Headteacher/ school office, the school will not be responsible for that medication.

## **5. Individual Health Care Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education or require emergency treatment. Such pupils are regarded as having medical needs. Such pupils will need an Individual Health Care Plan, to ensure their safety and wellbeing.

Such plans should be drawn up in conjunction with parents, the child and the child's medical carers and should set out in detail the measures needed to support them, including preparing for a medical emergency.

All staff should be aware of the details of these plans and information although confidential, should be displayed in staff areas and where easily accessible. This will be in the form of a list on the inside of the locked medical cupboard in the medical room to be in keeping with Data protection.

Care Plans are carried by staff for off-site visits and passed to paramedics if ambulance treatment required.

## **6. Inhalers**

***Parents with children in Foundation Stage and KS1 who require inhalers for asthma and allergic conditions should:***

- Give the medication to the school office along with a completed administration of medicine form with all written instructions of dosage and frequency of administration. The school office staff are the school's principle administrator of medicines with a first aider supporting in the event of the school office staff's absence.
- The school office will place all labelled medication in the central locked medical cupboard in the medical room and will ensure that the class teacher has a second medication for pupils to be placed in the locked cupboard in the pupil's classroom.
- The school office will update the First Aid records with the relevant information.

- The school office will administer medication as required by the parent and as instructed on the administer of medication form.
- In the absence of a member of staff from the school office a first aider will administer medication.
- Class Teachers will ensure pupils have inhalers for all trips and visits.
- The school office will check termly that expiry dates are monitored and contact parent/carers if when they need to be replaced.

***Parents with children in KS2 who require inhalers for asthma and allergic conditions should:***

- Pupils will keep their inhalers with them. This encourages independence and responsibility of use.
- A second medication is to be kept in school and placed in the locked cupboard in the medical room for emergency use.
- Parents should inform the school office of their child's need for an inhaler, it will be necessary for to complete an administration of medicine form to accompany a spare inhaler kept in the medical room.
- The school office will update the First Aid records with the relevant information and inform relevant staff.
- All inhalers should be clearly labelled and regularly checked by the school office to ensure that they are in date and will inform parents if it needs to be replaced.
- Inhalers must always be taken on school trips.

**It is the parents' responsibility to provide their child/school with a named and in-date inhaler.**

## **7. Emergency Medication**

Conditions requiring regular or emergency action staff volunteers will be required in some cases to administer regular or emergency medication. They will receive appropriate training and guidance by the relevant health professionals. Children potentially requiring such medication must have an Individual Health Care Plan. If the normal routine for administering treatment breaks down e.g. a trained member of staff is not available immediate contact with the parent needs to be made to agree alternative arrangements such as the parent attending school to administer the treatment.

Such medications may include:

### **Epi-pens**

Children with acute allergies may need an adrenalin injection by means of an Epi-pen. Full training and regular updates will be provided for school staff in managing such a child's needs and administering medication. Two Epi-pens must be kept in school, one in the locked first aid cupboard in the child's class and the other spare to be kept in the Medical Room and must be taken on any off site visits.

### **Insulin**

Children with diabetes must have a care plan and staff who volunteer to monitor and administer medication i.e. insulin will be provided with training and specific instruction. Insulin and hypoglycaemia treatment kits must be taken on all off-site trips.



## 8. Residential visits

All planned residential visits staff are to take the 'spare' medication with them as part of their risk assessment and procedures as above are to be followed. As part of the organisation for the trip parents will be asked to provide details of any additional medication required and to ensure that the school office is handed the medication which must be clearly labelled with the child's name and dosage requirements along with a completed administration of medicine form from the parent/carer. The school office will log this and make up a wallet for the trip supervisor and handed to them. Extra medication should be provided by the parent in case of a delayed return. Written consent to administer analgesia e.g. Calpol if necessary should be sought prior to any residential trip.

Trudie De La Haye

Updated: September 2021.



# St John's School

## Administration of Medicines

(School policy states that we are only able to administer antibiotics which have been prescribed by a medical official and are to be taken 4 times a day)

**Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Name of medicine:** \_\_\_\_\_

**How much to give (i.e. dose) :** \_\_\_\_\_

**Time to be given:** \_\_\_\_\_

**Any other instructions:** \_\_\_\_\_

**Name of persons able to administer medication:** \_\_\_\_\_

**Phone no. of parent or adult contact:** \_\_\_\_\_

**Name of G.P. :** \_\_\_\_\_

**G.P. telephone No. :** \_\_\_\_\_

### **CONSENT**

*The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with the school and the department for Education's policy. The school will be notified immediately, of any changes to the above.*

**Parent's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each.

