

## Medicines in School Policy

### **Introduction**

This policy must be seen within the context of the Department for CYPES policy entitled 'Administration of Medicines in Schools' which can be accessed via gov.je and is also available in the Headteacher's office in a file marked Department Health & Safety Policies.

### **Legal Framework**

-as described within Department for CYPES's policy - Administration of Medicines in Schools

- 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.
- The DfCYPES 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 DfCYPES 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.

### **Procedures**

Some pupils who have an on going 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 Record of Medication form (appendix 1).

- All medicines must be clearly labelled and given to the school secretary or in her absence the class teacher or teaching assistant by the parent.
- If the dosage requirement is 3 times daily then the medication should not be accepted at school as the middle dose can be given by the parents after school.
- Medication should be kept in the secure cupboard located in the upstairs staff toilet/shower room.
- Potential emergency medication e.g. adrenalin/hypoglaecemia packs or insulin should be kept in an accessible place as described within an Individual Health Care Plan. Such medication must always be taken on off site or residential trips.
- A note of the date, child's name, medication, dose and time given must be made in the Medicine Book located near the medicine cupboard. Staff administering medication should sign the book, making a note of the time, dose and date the medicine was given. 'Record of Medication Form' (appendix 1)
- Medicines must be administered by a qualified First-Aider as prescribed and directed by the parent.
- Analgesics should not be provided to pupils by the school, unless in exceptional circumstances and permission is given by parents, but if prescribed can be administered under the same procedures described within this policy.
- A nominated member of staff will ensure that any unused medication is returned to the parents as appropriate.
- Policy and procedures will be communicated to parents through the School Handbook, newsletters and website.

### **Responsibilities**

The headteacher is responsible for all medical procedures and medicines in school. Staff are responsible for acting within the strict guidelines of this policy.

Parents or guardians are responsible for:

- Making a request in writing for medication to be given;
- 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;
- Replenishing or updating the medication; for adrenaline pens, the parent must provide the school with two pens and these must both be in date. It is the responsibility of the parent to check the dates and replenish these.
- Ensuring that medication is taken home at the end of the day if it is needed at home, medication will not be handed to children to take home.
- Ensuring 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 the school will not be responsible for that medication.

### **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 well-being. 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. Adrenaline pen training is carried out annually and parents of the affected children are invited. Last training to all staff January 2016, adrenaline pen administration included in First Aid training for individual members

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

### **Inhalers**

Children who require inhalers for asthma and allergic conditions should keep their inhalers with them. This encourages independence and responsibility of use. Parents should inform the child's teacher of the need for an inhaler. It may be appropriate for a spare inhaler to be provided for the school. The teacher and child will decide together the best place for the inhaler to be kept in the classroom. All inhalers should be clearly labelled and regularly checked to ensure that they are in date. It is the parents' responsibility to provide their child/school with a named and in-date inhaler. Inhalers must always be taken on school trips.

### **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:

#### **Adrenalin pens eg. Epi-Pens**

Children with acute allergies may need an adrenalin injection by means of an adrenalin pen such as an Epi-pen. Full training and regular updates will be provided for all school staff in managing such a child's needs and administering medication. These must be kept in a known and readily accessible place and must be taken on any off site visits. (See appendix 3). A first aid bag containing adrenaline pens will be carried by duty staff and break and at lunch.

#### **Insulin**

Children with diabetes must have an individual health 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.

#### **Residential visits**

If a residential visit is planned the procedures laid down above should be followed. As part of the organisation for the trip parents will be asked to provide details of any medication required and to ensure that the trip leader is handed the medication which must be clearly labelled with the child's name and dosage requirements. Extra medication should be provided in case of a delayed return. Written consent to administer analgesia e.g. Calpol if necessary should be sought prior to any residential trip.

Date	18/10/13
Review dates	20/11/14
	25/11/16
	10/5/17
	9/11/18

# Appendix 1

**Les Landes School Student Record of Medication - 2018 / 2019**

Les Landes School takes no responsibility should your child have any adverse reactions to such medicines.  
The responsibility lies with the Parent/Guardian



<b>Pupil Name</b>				<b>Notes, Concerns and Known Allergies</b>			
<b>Parent Name</b>							
<b>Parent Signature</b>							
<b>Verbal Consent given</b>	<b>Date &amp; Time</b>						
<b>Medication Name</b>		<b>Dosage allowed</b>					
Calpol 6+							
Calpol							
Nurofen							
Other Paracetamol based suspension							
Pirriton							
Cetirizine Hydrchloride							
Prescribed Medicine Please state details in notes box							
<b>Date</b>							
<b>Time Given</b>							
<b>Medication</b>							
<b>Dosage</b>							
<b>Batch Number</b>							
<b>Expiry Date</b>							
<b>Staff Member Name</b>							
<b>Witnessed by</b>							
<b>Reason</b>							

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