



St. Lawrence Primary School



Medicines in School Policy 2020

1. Introduction

- This policy must be seen within the context of the ESC policy entitled 'Administration of Medicines in Schools' which can be accessed via the ESC website.
- [Policy and Practice Guidance \(gov.je\)](https://www.gov.je/PolicyandPracticeGuidance)

2. Legal Framework

- as described within DfESC's policy – Administration of Medicines in Schools

- The DfESC's 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 DfESC 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 DfESC's 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 Medication Record form (appendix 1 of this policy).
- 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. In Nursery, medicine should be given to the class teacher or teaching assistant.
- The medicine must be labelled with:
 - Child's name
 - Name of medicine
 - How much to give (dose)
 - When to be given
 - Any other instructions
- 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 safe located in the secretary's office or in Nursery, in the secure medical cupboard.

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- Potential emergency medication e.g. epi-pens/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. See Appendix 2 'Record of Medication Administration'.
- After the Headteacher has agreed to the school administering the medicine, this will be administered by teachers or teaching assistants as directed by the parent.
- Before medicine can be administered, the parent must complete and sign the St Lawrence School Student Record of Medication form.
- **The school is not obliged to administer 'over the counter' medication.**
- Analgesics, anti-histamines and topical medication 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.

4. 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;
 - Ensuring that medication is taken home at the end of the day if it is needed at 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.

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 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. EpiPen training is carried out annually and parents of the affected children are invited. Care Plans are carried by staff for off-site visits and passed to paramedics if ambulance treatment required.

6. 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



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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.

7. 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 all school staff in managing such a child's needs and administering medication. Epi-pens must be kept in a known and readily accessible place and must be taken on any off site visits. A first aid bag containing epi pens will be carried by duty staff and break and at lunch for any children with anaphylaxis.

Insulin

The incidence of diabetes in children is becoming more and more prevalent. Children with diabetes must have an IHCP 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. Administration of Analgesics to Pupils

Administration of Analgesics to Pupils Analgesics (painkillers) should not be provided to pupils by primary schools, but if prescribed, can be administered under the same procedures as any other oral medication.

9. Non-prescription medications

Non prescription medicines will not be administered in school, unless under exceptional circumstances.

10. 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.

Appendix 1

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St Lawrence School Pupil Record of Medication

Responsibilities:

Parents or guardians are responsible for:

- Making a request in writing for medication to be given (this 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;
- Replenishing or updating the medication;
- Ensuring that medication is taken home at the end of the day if it is needed at 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.

Pupil's name	
Parent/Guardian name	
Parent/Guardian signature	
Name of G.P.	

Medication Name	Dosage
Calpol 6+	
Calpol	
Nurofen	
Other paracetamol based suspension	
Piriton	
Cetirizine Hydrochloride	
Prescription Medicine (please state details in Notes box)	
Other (please state details in Notes box)	

Notes:



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Appendix 2

RECORD OF MEDICATION ADMINISTRATION

Name of pupil _____

Class/Tutor _____

Name/Type of Medication Administered _____

Expiry Date _____

Date D/M/Y											
Time Given											
Dose											
Name of member Of staff											
Staff Initials											

Date D/M/Y											
Time Given											
Dose											
Name of member Of staff											
Staff Initials											

Date D/M/Y											
Time Given											
Dose											
Name of member Of staff											
Staff Initials											

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Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	23.1.18	Amory Charlesworth	Draft	Whole staff	Whole staff	23.1.18
0.2	18.11.20	Amory Charlesworth	Re draft	Lead first aiders	Whole staff	18.11.2020
0.3	16.5.25	Heather Bugbird				

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