



Policy	Procedures for Administration of Medicines in School	
Reviewer	Dan Pateman / Emily-Rose Kimber / Caroline Finch	
Reviewed	January 2024	Next review January 2026
Link to relevant CYPES policy	Policy for administration of medicines	
Changes:	Names of staff administering medicines	

This procedures document **must** be read in conjunction with the Policy for administration of medicines in school document.

The Medicines (Jersey) Law 1995 places restrictions on dealings with medicinal products, including their administration.

Where children have long-term medical conditions, we promote independence through encouraging self-administration of medication, whilst providing a safe and appropriate place to do so.

School staff should not, as a general rule, administer medication without first receiving appropriate information.

Staff who should administer medication are Wendy Gorvel, Katharine Illing, Emily Martel, Emily-Rose Kimber or Dan Pateman. If these staff members are all unavailable then a trained first aider (see lists printed around school) would be the next point of call.

In some cases an Individual Health Care Plan (IHCP) is required for the pupil to fully participate in school life. This should be drawn up with the parents and any relevant health care professional if necessary. This will enable the school to set up good systems of support for the pupil. These will be shared with staff and displayed, under the permission of parents, in our medical room.

Role of parents and consent

All parents are directed to our consent to medicine form which is held on our school website. This informs them that requests must be made in writing in person to the Head/Deputy/School Administrative Officer or other and not brought by the child)

Parents are informed of:

- How medicine should be provided to the school, i.e. in original container from pharmacy and clearly labelled with:
 - o Child's name
 - o Name of medicine
 - o How much to give (i.e. dose)
 - o When to be given
 - o Any other instructions
 - The need to complete a form (see Appendix 1) to be kept by the member of staff administering the medicine
 - The need for them to notify the school in writing of any changes of medicines
 - The need for them, in person, to replenish the supply of medicines if necessary
 - The need wherever possible to ensure only a single dose comes with the child to school
 - The need for them to give written permission for information concerning any medical condition or allergy their child may have, subject to confidentiality, to be passed on to the school nurse
 - The need for them to ensure their child understands that they are responsible if they carry their own medication
 - The need for them to be aware that if they send a child to school with medication without the agreement of the Head Teacher the school will **not** be responsible for that medication

Parents will be reminded of the medicine procedures annually. School staff should direct parents to this process if approached about the administration of medicines in school.

Safe storage and handling of medicines:

All medication must be stored safely and securely. Some medication needs to be accessible immediately and therefore pupils should have quick access when needed. Where possible, medication should be safely stored in the medical room.

All medicines in school must have an accompanying medication record form and record of administration form (see appendix 1 to policy document and copies saved in Admin).

Staff medicines must be stored safely and, where possible, out of the classroom. If medication is required to be immediately accessible by the member of staff, it must be stored securely. This is the responsibility of the individual member of staff.

Inhalers

Inhalers are usually stored in the secure medical boxes. In some circumstances, where agreed, a pupil may need to keep their inhalers on them.

Inhalers must be taken on school trips, to sports activities/lessons, and where an activity may trigger an asthma attack – e.g. DT hut when cutting wood, as dust can be a trigger for an asthma attack.

Administration / Record

The label on the medicine container should be checked against the school medicine record (See Appendix 1 – completed by parent). Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions in writing if their instructions differ from those on the medicine container. The **RIGHT** medicine in the **RIGHT** dose should be given at the **RIGHT** time to the **RIGHT** pupil.

A record should be kept of doses given (via the communications log to the individual pupil on SIMS).

It is not appropriate for a teacher to accept responsibility for the administration of medications which are not prescribed nor recognised as 'ordinary medical treatments'.

Anaphylactic Reaction

Staff must read the guidance on the treatment of an anaphylactic reaction and follow the procedures. See Section 4 of the administration of medicines in school policy. Regular training opportunities for the administration of medication in the event of an anaphylactic reaction is on offer.

All pupils who need an EpiPen or who suffer from anaphylactic reactions must have an IHCP. This will be signed by parents and displayed in the medical room with permission from the parents.