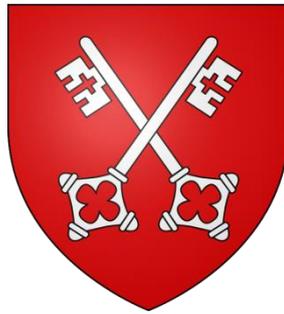


St Peter's School



"Together we hold the keys to success"

Administration of Medicines Guidance



Administration of Medicines Guidance

All staff should be aware of procedures and Education Guidelines concerning administering medicines and First Aid treatments – the full policies can be found in the school Health and Safety File in the staff room or on <https://www.gov.ie/Government/Departments/EducationSportCulture/Pages/Policies.aspx#anchor-1>

The Education (Jersey) Law 1999 provides protection for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare including school trips. The States of Jersey 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 Education Departments guidelines.

The school has several First Aid trained members of staff who, with the agreement of the Head Teacher and parent, may administer medication. A form, kept in the office, needs to be signed by the parent giving consent and a record of administration completed accordingly and given to the parent.

Teachers and other school staff in charge of pupils have a 'common law' duty to act as any reasonably prudent parent would, which may extend to administering medicine and/or taking action in an emergency. Appropriate information and training should be undertaken.

The Head Teacher is responsible for deciding whether the school can assist a pupil who needs medication. Such decisions should encourage regular attendance and are considered on an individual basis. Some pupils with long term medical conditions may be able to administer medication themselves. This will be agreed with the parents if appropriate, with an appropriate risk assessment being completed.

Children with medical needs may have a confidential Health Care Plan drawn up to enable staff to understand the measures needed to support the pupil and undertake specific training if needed. Staff supervising any excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken.

Medicines

Parents are made aware of the Education Department policy on administration of medicines through the school handbook, updated each year in the summer term. This will inform them of the following:

- It should be the exception rather than the rule for medicine to be brought into school.
- Requests for administering prescribed medicines in school must be discussed with the school secretary/headteacher and the appropriate forms completed.
- Only prescribed medicines that need to be administered four times a day will be given in school.
- If parents send a child to school with medication without the agreement of the Head Teacher the school will **NOT** be responsible for that medication.
- Non-prescribed medicine cannot be given without a specific need
- Painkillers will not be given to children by staff unless they have been prescribed by a doctor
- Staff cannot accept responsibility for the administration of medicines that are not prescribed nor recognised as 'ordinary medical treatments'.

Any life threatening conditions must be dealt with immediately by using the appropriate equipment i.e. defibrillator which is located near the office or epipens which are located in the child's classroom. Training for the use of the defibrillator, located in the main corridor, was given to all staff in March 2017.

All staff must follow the 'Contacting Emergency Services' procedure. Guidelines can be found in each First Aid box, the First Aid file, the staff notice board and the "Welcome to Class" folder kept in each classroom. A member of staff should always accompany a child taken to hospital by ambulance. Staff should never take children to hospital in their own car unless accompanied by another adult and with the permission of parents. "Guidance of Infection control in schools" can be found in the First Aid file. All staff should be aware of precautions to avoid infection and basic hygiene procedures.

Disposable gloves must be worn where there is a risk of contamination with blood/body fluids.

All spillages of blood/body fluid should be cleaned up immediately using disposable paper towels, granules and a disinfectant product. These should be disposed of in a sealed bag or in a clinical waste bin. Soiled clothing should be bagged to go home.

Sharps would be disposed of in a sharps bin that is kept out of reach of children. This would be provided if the need to use sharps arises.

All cuts and abrasions should be washed with water and covered with a dressing, unless the child has an allergy to dressings.

Head injuries and bruising should be treated with a cold pack kept in the staffroom or Nursery freezers. Head injuries should always be reported to a member of the SLT so that the pupil can be monitored carefully.

All minor incidents must be recorded on the form in the First Aid file and the Accident Information for Parent sheet to be filled in and sent home.

All incidents of concern should be reported to parents via telephone and any major incidents that need hospital treatment must be sent to the Education Department using the online form which is accessed from a desktop icon.

Anaphylaxis

Information on allergy sufferers is kept in the First Aid file, on the staffroom notice board and in the "Welcome to Class" folder. Details of triggers, what to do when a reaction occurs and contact details are available for each child. A reaction and treatment flowchart is also available in these locations.

Treatment for a mild reaction is usually antihistamine while a severe reaction needs an injection of adrenaline. Each child has an EpiPen which is kept in a secure clearly labelled box in their class cupboard for easy access. These should be taken on all school trips.

Parents are responsible for ensuring appropriate medicine is given to school and replaced when necessary.

An ambulance should always be called after adrenaline has been administered, detailing the child's name, nature of call, medication given and precise location. Parents should also be informed. Medication should be handed to emergency services and replaced by parents.

All staff should be trained in administering the medication and refreshed each academic year

Hypoglycaemia-(Diabetes)

Children with diabetes will have a Health Care Plan which has been completed with the parents and agreed with the headteacher.

If necessary staff may agree to administer blood glucose tests and insulin injections. In these circumstances, appropriate staff would be trained by an appropriate Health Care professional. Doses and times given will be recorded on the appropriate form.

Staff should be aware of symptoms of a hypoglycaemic reaction(hypo)

- Hunger
- Sweating
- Drowsiness
- Pallor
- Glazed eyes
- Shaking/trembling
- Lack of concentration
- Irritability
- Headache
- Mood changes

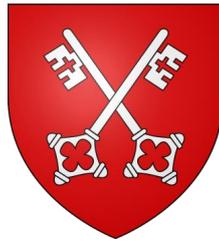
If a child has a hypo, do not leave them alone. Give them fast acting sugar or a sugary drink and repeat after 10 minutes with a biscuit or similar.

If recovery takes more than 10 minutes or if the child goes unconscious, **call an ambulance.**

Some children may experience hyperglycaemia (high glucose level) but symptoms usually only show when glucose levels are significantly high. Medical attention is required.

Impaired Mobility

Children wearing plaster casts or using crutches can attend school with the approval of a GP or consultant. Restrictions will be necessary at times in the interests of safety.



This booklet should be read in conjunction with the Jersey Education Administration of Medicines Policy available on the Education website,
<https://www.gov.je/government/departments/educationsportculture/pages/policies.aspx>

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