FCJ Primary School

Medical Policy

Mission Statement

Teach the children with all the kindness and gentleness possible.

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Article 3: Acting in the best interest of the children in our care.

Article 19: Keeping children safe from harm.

The FCJ Governors are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment.

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1. Introduction

FCJ Primary School is committed to ensuring the health, safety, and wellbeing of all pupils. This policy outlines the procedures for managing medicines in school, following the Government of Jersey's *Administration of Medicines in Schools* guidance and relevant Jersey legislation.

Schools have a duty of care to safeguard pupils and act as a reasonably prudent parent would, including in exceptional circumstances administering medication when necessary.

2. Legal Framework

This policy is underpinned by the following Jersey legislation:

- **Health and Safety at Work (Jersey) Law 1989**
  Requires schools to ensure the health and safety of staff, pupils, and visitors, including risk-assessing pupils with medical needs.
- **Medicines (Jersey) Law 1995**
  Sets restrictions on the handling and administration of medicines. Prescription-only medicines by injection must be administered by an appropriate practitioner or in accordance with their directions.
- **Education (Jersey) Law 1999**
  Allows staff to take reasonable action to safeguard or promote children's welfare, applicable during school hours and off-site activities such as trips.

There is **no legal or contractual duty** for staff to administer medication, this is voluntary, but staff must take swift action in emergencies.

3. Roles and Responsibilities

Headteacher

- Ensures the policy is implemented.
- Ensures staff receive appropriate training.
- Provides a safe system for storing and administering medicines.

Staff

- Voluntarily administer medicines when appropriately trained.
- Only medication or treatment prescribed by an approved medical professional is to be administered.
- Staff will have documented permission forms *FCJ General Care Plan (Care Plan))* which will include date prescribed, child's name and date of birth, details of medical condition, name of medicine, storage advice, details of prior dosage given, dosage amount & frequency to be given, and parent's signature prior to and after administration.
- Record all administrations accurately.

Parents/Guardians

Parents must:

- Provide written consent using the school's Care Plan. This must be signed by the parent/guardian. If a child has a long-term health condition or requires regular support, a Care Plan must be completed with advice from a healthcare professional.
- Supply medication in original, clearly labelled containers, detailing child's name, medicine, dosage, timing, expiry date and instructions.
- Deliver medicines directly to the school office or Class Teacher if unavailable.
- Notify the school of any medication changes in writing.
- Supply only the necessary amount (preferably a single dose, where possible).
- Ensure that any medication supplied to the school is in date.
- Must send a new supply when the current medication is **nearing** expiry.

Pupils

- Where appropriate, pupils with long-term conditions may be supported to self-administer medication, with parental and healthcare professional agreement.

4. General Principles

4.1 Medicines Brought to School

- It should be **the exception, not the rule**, for medicines to be brought into school.
- Medication required three times daily will not normally be administered at school, as parents can give doses before and after school.
- Medication accepted must be in the original pharmacist's bottle or package, with the name of the child printed on the packaging and be within expiry date.
- Over-the-counter medication will **not** be administered unless prescribed or in exceptional circumstances with written parental permission.

5. Procedures for Administration

5.1 Short-term Medication

Accepted only when:

- Essential for the pupil's health
- Prescribed by an approved medical professional; and
- Parents have completed the Care Plan.

Care plan must include:

- date prescribed,
- name and DOB,

- details of medical condition,
- name of medication,
- storage advice,
- details of prior medication given,
- dosage amount,
- frequency and parents signature.

5.2 Long-term or Chronic Conditions

- A Care Plan will be created for pupils requiring regular medication or emergency treatments (e.g., asthma, allergies, diabetes).
- Care Plans will be written in partnership with parents and, when needed, healthcare professionals.

5.3 Emergency Medication

- Includes inhalers, EpiPens, or emergency seizure medication.
- Must always be accessible and never locked away when immediate access is required.
- Staff must be trained to respond to emergencies.
- In the case of an emergency, i.e., high temperature, analgesics (such as Calpol and Ibuprofen) can be administered without a prescription. This must be supplied in single use sachets only, and written parental consent must be obtained, prior to administration, this can be in the form of an email or text.

5.4 Off-Site Activities

- The school continues to have a duty of care during trips, outings, and fieldwork.
- Medicines and Care Plan instructions must accompany the pupil off-site and be accessible to supervising staff.

6. Safe Storage of Medicines

- Medicines will be stored in a locked cupboard, except items requiring quick access such as inhalers or EpiPens, which must remain accessible to trained staff and the pupil where appropriate.
- Refrigerated medication will be stored in a locked fridge designated for medicines only.

7. Record Keeping

- All administered medication must be recorded using SIMS or the school's medication log, including date, time, dosage, and relevant staff signature(s).
- All records are kept in line with the required retention schedule.

8. Staff Training

- Staff administering medicines must receive appropriate training.
- Emergency medication training (such as EpiPen use) must be renewed regularly.
- Only trained staff may administer prescription medicines.

9. Confidentiality

- Information relating to pupils' medical conditions will be treated confidentially and with the upmost sensitivity.

10. Non-Compliance or Unsafe Practice

If approved medication arrives at school, the school will not administer the medicine and will contact parents immediately, if:

- No written parental consent/completed Care Plan received.
- It not, in original labelled packaging.
- It has unclear instructions.

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