



Management of Medicines and First Aid in School Hautlieu School Policy and Practice

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To be reviewed annually

Introduction:

This policy provides additional information for Hautlieu School in support of the Policy and Practice Guidance provided by the Education Department, Administration of Medicines in Schools: Health and Safety Operational Policy, February 2008 and the Education Department First Aid Policy, February 2008. These guidelines should be read in conjunction with the above policies which are located in the Education Policies section at www.gov.je. This policy should also be read in conjunction with the Hautlieu Health and Safety Policy.

Management of Medicines at Hautlieu School:

Overall responsibility for the management of medicines in school sits with the Deputy Head; Student Progress and Staff Development (SPSD).

Whilst there is no legal or contractual duty on school staff to *administer* medicine or supervise a student taking it, support staff have specific duties to undertake administrative tasks in relation to medicines in school to ensure that students with medical needs receive proper care and support at school.

All staff are expected to treat student's medical conditions as strictly private and confidential information. Staff should be considerate of a student's right to privacy and to being treated with dignity and respect.

Health Care Plans

If a student has a specific medical condition on joining Hautlieu or develops a medical condition whilst at Hautlieu, a Health Care plan will be drawn up by the Education Welfare Officer, in conjunction with the student and the student's parent(s) and relevant health professionals if required. Not all students who have medical needs will require a Health Care Plan. The purpose of the Health Care Plan is to ensure that school staff have sufficient information to understand and support a student in school with long-term medical needs. The plan will set out in detail the measures needed to support a student in school, including preparing for an emergency. Parents are requested to keep the school informed of any changes to students' medical conditions so that the Health Care Plan can be updated. The Education Welfare Officer will follow the specific guidance as set out in Section 2 of the Administration of Medicines in Schools: Health and Safety Operational Policy, February 2008.

Once signed by the parent(s) a copy of The Health Care Plan is placed on the student's hard copy file and a soft copy is located for all staff to access in Edukey:Provision Mapping.

A summary of the medical condition and any medication required by the student, is maintained in the student record on SIMS.

If the healthcare plan states that the student needs medication during school hours, a further hard copy is kept with the medication in the locked student medicines box, located in the central admin area.

Storage of student medication

The locked student medicines box and individual student ADHD medication boxes are accessible to members of the Student Support Team, the Site Manager and the Office Team only. Students are NOT permitted to access medicines or take their medication unsupervised.

The cupboard in the central admin area which houses the locked student medicines box (as well as the main stock of first aid supplies) MUST NOT BE LOCKED at any time.

The safe handling of medicine(s) must always be considered; attention must be paid to the safe storage, handling and disposal of medicines. Medication that is required to be readily available in an emergency (e.g., Epi-Pens) must NOT be locked in the medications box but stored *with* it.

Medication that needs to be refrigerated is kept in the central admin kitchen refrigerator.

ALL medication held by the school for a student must be clearly marked with (as a minimum) the student's full name, the name of the medication, the dosage with when and how it should be administered.

Self-administering of medication

Best practice states that students over the age of ten years old are deemed to be competent to self-administer their medication, with supervision by a member of staff. The Deputy Head: SPSD must always make the final judgement on the safety and appropriateness of this, given their knowledge of the school environment and the student's condition. They will also obtain staff consent to, and arrange appropriate training for them to administer medication, if student self-administering is not deemed safe/appropriate. This is recorded in the students' HCP and agreed with parents.

Non-prescription medication

From time to time, students require access to over-the counter medication. School staff are NOT permitted at any time to give out non-prescription medication to students; this includes throat lozenges and pain-relieving tablets.

If a parent requests that their child have access to a non-prescription medication, the medication must be supplied by the parent with instructions (i.e., how often the medication can be taken, etc).

Over the counter-medication storage at school should be the *exception* rather than the rule.

Non-prescription medication is stored in the locked student medicines box with the instructions from the parent(s) and the instructions are also recorded on the student record in SIMS.

Emergency medication

Inhalers: Students are responsible for their own inhalers, and they should carry them with them throughout the school day. Inhalers should be clearly marked with the student's name.

There is a Volumatic Spacer Device, for use with inhalers if required, in the first aid supplies cupboard.

For the avoidance of doubt, the school DOES NOT maintain any 'spare' inhalers; students must ensure that they always carry their inhalers with them during the school day.

Epi-Pens: The parents of students with severe allergies should provide two in date epi-pens to the school to be stored with the student medicines box. The epi-pens must be clearly marked with the student's name and accompanied by a Health Care Plan (to be supplied by the Education Welfare Officer). Students with severe allergies should also always carry an epi-pen on their person, during the school day.

Quick access to epi-pens in an emergency is vital and all staff (whether first aid trained or otherwise) should ensure they are aware of where to find the students' epi-pens.

Inhalers and epi-pens must always be taken on school trips. See Education Policies/Educational Visits Policy and Procedures, sections 88-94 on www.gov.je, for further guidance on school trips and student medical conditions/medicines.

Emergency Adrenaline Auto-Injector Kit

There is an emergency adrenaline auto injector kit located in Central Administration which provides step by step guidance should it be required in an emergency situation. For students with known allergies, then their own pens should be used.

Disposal of medicines

If a student medicine needs to be disposed of, the Office Team should arrange for the medicine to be passed to the Site Manager for safe disposal and parents informed that this is the case.

There is a 'sharps' bin located in the school medical room. If the 'sharps' bin is used, the member of staff disposing of an item must advise the Site Manager to empty the bin.

Administrative oversight of student medicines

In addition to the Health Care Plans and medical notes on SIMS the following oversight of student medicines is maintained:

- A summary of student medication and its expiry date is updated termly.
- A summary of student medication issued (doses received), is updated at the time the medicine(s) is given out and transferred to the medical details on the students' SIMS record termly.
- Parent(s) are informed when a dose of student medication is issued.
- A termly check is made of all student medicines held (including epi-pens) to ensure that a) it is still in date b) the student is still on roll and c) the health care plan is still in place for the student. If a student's medicine is found to be out of date or the student has left Hautlieu or their health care plan has been updated (and the medicine held by the school is no longer necessary/has been changed), parent(s) are contacted to obtain permission to dispose of the medicine or receive relevant new instructions from the parent(s).

Responsibilities

The list below sets out the responsibilities for the management of medicines at Hautlieu:

RESPONSIBILITY	ROLE
Overall responsibility for the management of medicines at Hautlieu	Deputy Headteacher: SPSD
Review and update of this Policy Document	Deputy Headteacher: SPSD

Drafting, implementation and ongoing management of Health Care Plans	Education Welfare Officer
Filing/copying of Health Care Plans	Office Team
Making medication available to students where a Health Care Plan or instruction from parents (for non-prescription medicine) exists.	Office Team/Student Support Team
Supervision of students self-administering medication	Office Team/Student Support Team
Disposal of medicines	Office Team/Site Manager
Administrative oversight of student medicines (see list above)	Office Team

Management of First Aid at Hautlieu School

Overall responsibility for the management of first aid in school sits with the Headteacher.

School staff have a 'common law' duty to act as any reasonably prudent parent would to ensure that students are healthy and safe on school premises and when leading or joining activities taking place off the school site. This might in exceptional circumstances extend to taking action in an emergency.

First Aid training and qualifications

Training is undertaken by staff on a voluntary, non-contractual basis during term-time. Training and re-qualification courses are provided by third-party suppliers and arranged for staff as follows:

Type of First Aid Course	Bookings arranged by:
First Aid at Work	The Office Manager
Emergency First Aid at Work	The Office Manager
Outdoor First Aid	The member of staff requesting the training
Mental Health First Aid	Deputy Head; SPSD

The Office Manager maintains a comprehensive record of qualified first aiders which is regularly updated and accessible to all staff. Copies are also displayed in the school office, on the staff notice board, in individual offices and in the Critical Incident folders.

First aid qualifications remain valid for three years. Re-qualification training is required to be undertaken within one month of the expiry date of the current qualification and first aiders receive reminders from the Office Manager about re-qualification to ensure that training is booked to take place before the due date.

School trips

All school trips must be accompanied by a qualified first aider. Please refer to the relevant CYPES policy 7.1 Appendix 1 for the suggested number of qualified First Aiders required for the number of students and first aid qualified staff leading or joining offsite activities.

The qualified first aider is required to take a fully stocked first aid kit when leading or joining a school trip and it is their responsibility to check they have adequate supplies with them. All qualified first aiders are aware, from their training, of the recommendations for what to include in a first aid kit. A list is also kept by the Office Team, in case of need for reference purposes.

After a school trip, the first aid kit is returned to the first aid supplies cupboard in central admin and the person returning it must advise the Office Team if anything in the kit was used or damaged. The Office Team re-stocks the kits.

First aid supplies

When not in use, first aid kits are kept in the medical supplies cupboard in central admin. The cupboard is clearly marked with a green and white first aid sign. This cupboard **MUST ALWAYS REMAIN UNLOCKED**.

First aid supplies are also kept in this cupboard. The Office Team checks the supplies termly for any out-of-date supplies and orders new stock as required.

Some departments around the school hold their own first aid kits (including but not limited to: the Site Team, the DT workshop and the Science Preparation room).

The senior member of staff in any department holding its own first aid kit is responsible for regularly checking that the contents of their first aid kit is in date and that the first aid kit is stocked. CYPES require the school to designate an appointed person (can be more than one person) who has overall responsibility for maintaining the first aid kits.

Inhalers and Epi-Pens

See **Management of Medicines at Hautlieu School - Emergency medication**

Student emergency medical issues

Should a medical emergency arise a qualified first aider will be alerted to attend. If appropriate, an ambulance will be called, and the parents informed by the Office Team that their child is being taken to the hospital and given basic details given of the incident. Parents will be advised to go to the hospital directly to meet the student on arrival or shortly after. Any member of the Hautlieu staff can call an ambulance if they deem it appropriate; this is not restricted to a qualified first aider. Wherever possible the caller of the ambulance should be in the same location as the child so that the qualified first aider can relay accurate and timely information to the person making the call so that they can give the emergency services all relevant details.

A member of the Office Team will wait for and meet the ambulance crew when they arrive via the access road between the sports hall & school.

A member of staff will accompany all KS4 students. KS5 students will be accompanied if parental contact cannot be made.

Staff emergency medical issues

A qualified first aider will assist a member of staff should an emergency arise. An ambulance will be called if appropriate and a member of the Senior Leadership Group (SLG) or the Office Manager will contact the member of staff's emergency contact/next of kin.

A member of the Office Team will wait for and meet the ambulance crew when they arrive via the access road between the sports hall & school.

Staff are encouraged to inform the Headteacher/Office Manager if they have a medical condition which may require urgent action. This information is held confidentially.

Emergency Services

For the avoidance of doubt, wherever possible Hautlieu follows the latest advice given by the government of Jersey (Appendix 1). Due to the limited mobile phone coverage in the school a landline has been placed in the medical rooms to allow staff to call for an ambulance directly from by the patient.

Accident Forms

An accident form must be completed for ALL incidents/accidents that occur in/on school premises including Oakfield (where students and/or staff are involved).

It is not necessary for the person completing the accident form to be first aid qualified.

Once completed, the accident form is passed to the Office Manager to record, file and log online (where appropriate); if the accident results in a person being taken to hospital or, following an accident the school is informed that the person attended the hospital outside of school hours, the accident form must also be logged online within 24 hours of the accident occurring.

Visitors/Community Bookings

No medication will be provided to visitors/guests on site.

The Site Manager is responsible for ensuring that contractors and catering staff are informed of the location of first aid supplies and evacuation procedures.

The Site member of staff on duty will call an ambulance should a medical emergency arise.

Responsibilities

The list below sets out the responsibilities for the management of first aid at Hautlieu:

RESPONSIBILITY	ROLE
Overall responsibility for the management first aid at Hautlieu	Headteacher
Review and update of this Policy Document	Deputy Head: SPSD
Training administration and maintenance of the qualified first aider list	The Office Manager
Management of First Aid Supplies	Office Team
First Aid Kits	School trip staff & individual Department Heads as appropriate
Provision of First Aid	Qualified First Aiders
Calling for an Ambulance	Any staff member
Meeting Ambulance crew	The Office Team
Contacting parents (in the event of student medical emergency)	The Office Team
Contacting next of kin in the event of Staff medical emergency)	SLG/The Office Manager
Accident Form completion	Any staff member attending/witnessing the incident/accident
Accident online reporting	The Office Manager
Visitors/Community Bookings medical emergency procedures	The Site Manager
Qualified First Aiders List	The Office Manager

Critical Incidents

Arrangements will be made to deal with any critical incident relating to a medical issue by following the guidelines within the critical incident plan, which includes specific arrangements for pandemics.

Links to UNCRC – Rights Respecting Schools

This policy links to the following UNCRC articles:

Article 1: Everyone under 18 has all of these rights

Article 2: You have the right to protection against discrimination. This means that nobody can treat you badly because of your colour, sex or religion, if you speak another language, have disability, or are rich or poor

Article 3: All adults should always do what is best for you

Article 6: You have the right to life

Article 16: You have the right to privacy

Article 19: You have the right to be protected from being hurt or badly treated

Article 24: You have the right to the best possible health

Article 26: You have the right to help from the government if you are poor or are in need

Article 34: You have the right to be protected from sexual abuse

Article 42: All adults and children should know about this convention. You have a right to learn about your rights and adults should learn about them too.

Appendix 1

Urgent Guidance – Calling 999 for an ambulance (email received 18.6.2025).

I'm writing today on behalf of the States of Jersey Ambulance Service and the Emergency Services Control Centre who wish to provide important guidance on calling 999 in a medical emergency, specifically highlighting the need to make the call from the patient's side using a mobile phone wherever possible.

Why this matters:

Real-time information is vital. When someone is physically with the patient during a 999 call, the Emergency Services Controller can ask essential clinical questions and offer immediate care instructions – such as wound care, patient positioning, or CPR – before ambulance crews arrive. Using a mobile phone ensures this can happen, especially if a landline isn't close by.

Key points when calling 999:

- Always use a **mobile phone from the patient's side** where possible.
- The Controller may ask:
 - "Is the patient breathing?"
 - "Is the patient awake?"
 - "What exactly has happened?"
- Further questions will follow, depending on the situation, to assess the urgency and give care advice.
- The ambulance may be dispatched during the call – answering more questions does **not** delay help.
- If CPR is needed, the Controller will guide you. Keep the phone on loudspeaker and continue until paramedics take over.
- If a defibrillator is nearby, you may be asked to retrieve it and given its location.
- Someone should meet the ambulance crew to guide them to the patient.

To support this guidance, I ask that you **display the attached poster** prominently in staff areas and ensure all team members are familiar with this protocol.

Your cooperation is greatly appreciated in helping ensure safe, efficient emergency responses for your students and staff.

If you have any questions or would like further information, please don't hesitate to get in touch with **James Inglis**, States of Jersey Ambulance Service Associate Chief Ambulance Officer on j.inglis@health.gov.je

STAY CLOSE

when seconds count

- **Seconds count** — stay with the patient, stay on the line
- Use a **mobile phone** to call 999 from the scene
- Control room staff need **real-time information**
- Landline calls from afar can **delay critical care**



States of Jersey
Ambulance Service



**BUILDING
A SAFER
COMMUNITY**

Review Log:

Review Date	Summary of changes
March 2026	<ul style="list-style-type: none">- Changes made to emergency call procedures- Introduction of Emergency Adrenaline Auto Injector