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Cavendish View School

Administration of Medication Policy

Created: January 2022

Review date: January 2023

Staff of Cavendish View School wish to ensure that pupils with medical needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day.

* Parent/carers are responsible for providing the staff with comprehensive information regarding the pupil’s condition and medication. This information will be sought at the initial pre-placement interview, but it is the responsibility of parents/carers to notify the school of any alteration to the dosage or medication.
* Prescribed medication will not be accepted in school without complete written and signed instruction from the parent.
* Staff will not give non prescribed medicine to a pupil unless there is specific prior written permission from the parent/carer
* The school will only accept a reasonable supply of medication (not usually more than four weeks supply).
* Items of medication should be delivered to the school office by a responsible adult and must be clearly labelled with the following:

Pupil’s name

Name of medication

Dosage

Frequency of administration

Date of dispensing

Storage instructions

Expiry date

* Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medicine to be administrated in school will be kept locked in the medical room in an appropriate cabinet.
* The school will keep records, which will be available for parents
* If pupils refuse to take medicines staff will not force them to do so and will inform parent/cares as a matter of urgency. If a refusal to take medicines results in an emergency appropriate procedure will be followed.
* It is the parent/carers responsibility to notify the school if the pupil’s need for medication has ceased or altered.
* It is the parent/carers responsibility to renew the medication when the supply is running low.
* The school will not make changes to the medication on parental instruction
* School staff will not dispose of medicines. Surplus medication or date expires medication should be collected by a responsible adult and handed to a pharmacist for disposal.
* For pupils with long term or complex medical needs the principal will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
* Where it is appropriate pupils will be encouraged to administer their own medication under staff supervision. Pupils will not be allowed to carry their medication with them in school
* Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
* The school will make every effort to continue the administration of medication to a pupil whilst on school trips away from the school premises, even if additional arrangements may be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

**UN Convention on the Rights of the Child**

We have written this policy taking into consideration the following Article:

**Article 24** – Children have the right to good quality health care.