

## **Cape Cabin Administration of Medication**

In order to provide support and assistance to parents and to allow pupils to continue their education without prolonged interruption Cape Cabin offers to administer medication to pupils and those with special needs during the school day.

Details of the medication to be administered must be listed on a weekly basis. Parents should provide the staff with information about their child's medical needs and they must give written consent before medicines are given to pupils. This applies to prescription medication.

Before administering medication staff must check that there are details giving the child's name, the name of the medication and prescribed dose, the expiry date of the medicine and the written instructions on the label or container. The request should be given to Helen Tilley or Jen Ordish then it becomes their responsibility to share this information with members of staff.

A pupil should not be forced to take medication if they refuse. A record should be made of the refusal and the parents should be informed on the same day.

Permission to administer non-prescription medication must be obtained from a parent and Jen Ordish or Helen Tilley informed. Pupils may not carry their own medication, however they may take medicines themselves (if age appropriate) under staff supervision. Student medication will be stored in a locked cupboard.

It should be remembered that teachers' conditions of employment do not include giving medication to pupils. Teachers do this on a voluntary basis.

All medical information is treated as confidential and letters will be placed in personal files so access is restricted to the staff who require specific information.

Helen Tilley June 2018

Review ; July and amended 2021 - J Ordish

Review June 2023 no amendments - J. Ordish