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THE CARDINAL VAUGHAN MEMORIAL SCHOOL

Amare et Servire

THE CARDINAL VAUGHAN MEMORIAL SCHOOL TRUST

MEDICATION POLICY

This policy and procedure was approved and adopted by The Cardinal Vaughan Memorial School on 1 February 2021 and is reviewed annually.

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

MEDICATION POLICY

RATIONALE

While it is the Head of School's and local governors' wish that pupils with identified medical needs should be given as much help as possible at School, staff should have regard to two clear principles:

- Parents have prime responsibility for their children's health and must therefore provide the School with full information about their children's medical condition.
- There is no legal duty which requires school staff to administer medication; this is a voluntary role.

PROCEDURES

Pupils who are ill should remain at home. The School has only a small number of emergency aiders and no trained medics.

If a pupil has a medical condition upon entry to the School or develops one while attending the School, this information must be passed both to the relevant Head of Year and to the Deputy Head with responsibility for Health and Safety. A medical register will be maintained by the School and the relevant details will be communicated to all those staff concerned with the care of any such pupil.

If it is necessary for a pupil to take medication at School, then parents should, in the first instance, contact the Head of School's PA, Ms Ulcickas, and discuss:

- the name of the medication and reason for taking this medication;
- the length of time the pupil may need to take this medication;
- dosage;
- method of administration;
- time and frequency of administration;
- other treatments;
- side effects.

Parents must then complete and sign the consent form held by the School Office. **No medication may be administered without the completion of a consent form**. Pupils who have asthma inhalers may keep these upon their person and use them as appropriate. Pupils who require an epi-pen and who are able to self-administer may also keep these with them. Spare inhalers/epi-pens must be kept in the Main Office; it is the parents' responsibility to ensure that the School

has enough medication at all times for their child. Parents must complete a health care plan for their son/daughter to ensure the School has all appropriate information. All health care plans provided by the parents should be reviewed on a yearly basis by the parents.

Administering Medication

Pupils for whom it is necessary to have medication administered during the school day should come to Reception at the appropriate time and ask for their medication.

The member of staff on duty should then check:

(d) the pupil's name;
(d) the written instructions provided by the parents or doctor;
(d) the prescribed dose;
(d) the expiry date of any drugs.

If a member of staff is in any doubt about the procedures, he or she should check with the relevant Deputy Head. Any drug which is on the School's Drugs Register must be checked by two members of staff before being administered. If these drugs are administered by members of staff, a written record must be maintained of the date, time and reason for administering this medication.

If a pupil can self-medicate, this is the preferred option: staff need only supervise this.

Refusing Medication

If a pupil refuses to take his or her medication, the staff will not force him or her to do so. The School will inform the parents as soon as possible.

Storing Medication

The School will store medication, in an appropriate place, provided that the medication is provided in the original container clearly labelled with:

- the name of the pupil;
- the name and dose of the medication;
- the frequency of the medication.

When pupils have two or more prescribed medicines, each should be in a separate container. Staff are not authorised to accept any medication which does not meet the above criteria. Nor are they authorised to transfer medication from its original container.

The School will maintain a locked drugs cupboard. The keys for this will be available from the School Office or the relevant Deputy Head.

Disposal of Medicines

Staff are not authorised to dispose of medicines. Parents should collect and dispose of all medication which is out of date, or which the pupil no longer needs.

School Trips

While it is appreciated that pupils with medical needs may wish to go on a school trip, the primary consideration must at all times be the pupils' safety. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about their ability to provide for a pupil's safety, or about the safety of other pupils on a trip, they should seek further advice from the School's Educational Visits Co-ordinator.

Sporting Activities

Any restrictions on a pupil's ability to participate in Physical Education or in co-curricular sport should be noted in his or her individual health care plan. Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of any relevant medical conditions and emergency procedures.