Cedarwood School

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Emergency: 071 609 7253

College Switchboard: 011 467 4889
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www.cedarwoodschool.co.za

CEDARWOOD SCHOOL
MEDICATION PROCEDURAL POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this Policy

A number of pupils require medication to be administered to them during the school day. This is a very strict policy that needs to be adhered to by the school and the school personnel.

Prescription Medication

1. Parent or legal guardian must sign a medication consent form which is kept in each pupil's black file. This form must state the name of the pupil, prescribing doctor, dosage, time to be taken.
2. No staff member may administer medication without the written permission and signature of the parent/guardian.
3. A copy of the written script must be provided.
4. A new written script must be presented for any changes of medication, dosage and time to be administered.
5. Parents are not allowed to vary school dosage without written consent from the medical doctor.
6. Parents are responsible for maintaining an adequate supply of medication to meet their child's needs.
7. Pupils are NOT allowed to carry or administer their own medication.
8. However, pupils may carry inhalers, epi-pens and diabetic equipment. A consent form must be signed by the parent in this regard. Staff must be notified of pupils who require the above medication.
9. A written record must be kept following administration of medication to pupils.

Security and Storage of Medication

1. All prescription medications brought to school should be in original containers, appropriately labelled by the pharmacist.
2. All medication should be securely locked away.
3. The delegated staff member/s should have access to the medication at all times.

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Over the Counter Medication

Over the Counter medication will be administered with prior written permission from parents.

Disposal of Medication

Staff should not dispose of medication. Parents are responsible for ensuring that date –expired medication is returned to the pharmacy for safe disposal.

Requests for updated medical status

Requests for updated medical conditions and the medication required is distributed to parents at the beginning of every year.

ADMINISTRATION OF MEDICATION

STAFF RESPONSIBLE: **Prep**: Rachel Mokobe, Dawn Beckwith: **College**: Paulina Majadibodu, Gift Nukeri, Bessie Coetzee.

Administration Morning and Mid-Morning

1. Pupils will go to the designated person to receive their dosage of medication in the morning and Mid-Morning.
2. The designated staff member/s administer the medication individually with water and check to see the pupil has taken the medication.
3. The designated staff member/s will complete and sign the medication administration Record.

RECORD OF CHANGES

Date	Page no, heading, brief description of changes	Entered by
13 Aug 2016	New	Meagan,Mikhail
1 Nov 2017	Delegate names, Record sheet	Meagan
26/09/2018	Delegate - Designated	Meagan
11/09/20	Change of name Nandi Atteridge	M. Demartinis
11/09/21	Name Change Bessie Coetzee	M. Demartinis
11/11/2022	None	M. Demartinis
09/10/2023	None	Management
20/09/2024	None	Management
08/10/2025	None	Management

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