



## Administration of Medicines

Policy intended for:	Students and Staff
Category:	Medical
Published:	Server, Policy folders at College and Wavy Gate, Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal and Deputy Principals
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	



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Section 100, *Children and Families Act 2014* came into force on 1<sup>st</sup> September 2014. Educational institutions must make arrangements to support students with medical conditions. Governing bodies, proprietors and management committees of schools and colleges are also required by law to develop and implement a policy for supporting students with medical conditions.

DfE have published a suite of exemplar forms at:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The templates are provided as an aid to schools and colleges and their use is entirely voluntary. Educational institutions are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source. The templates are self-explanatory and if used will enable schools administer medication appropriately and lawfully.

College is aware that as a school, systems and processes will be in place with regards to non-prescription medication such as aspirin and paracetamol. The college allows students to self-medicate responsibly with an overview by the Pastoral Team. Students that are unable to self-medicate are given individual support by the Pastoral Team. Recent training has included the storage recording and distribution of student medication.