



MEDICINES STORAGE AND HANDLING POLICY

The vast majority of students at CTC are of an age when they are entitled to complete medical privacy.

However we do ask that any student taking Ritalin or any other similar prescribed medication inform the Head of Student Welfare.

If it is necessary for doses of these drugs to be taken during the College day, we ask that the drugs be handed to the Welfare Department for safekeeping. This is to prevent any misuse or other problems arriving from controlled drugs being on college premises.

If such drugs are handed in for safekeeping the following guidance should be followed:

1. medicines should be in their original packaging and be clearly marked with the students name and prescriber's details
2. medicines transferred to another container such as monitored storage systems must be labelled by the pharmacist and be accompanied by a patient information leaflet
3. the Head of Student Welfare, or one of the following CTC named First Aiders (T Chivers, will record
 - the name of the student
 - the name of the drug
 - the amount received
 - the dosage
 - any side effects
 - the doctor if not already known
 - the expiry date of the medicine
 - the prescriber's instructions
 - the member of staff and the student should sign the attached sheet to confirm receipt of the medicine
 - any remaining, expired or uncollected medicine should be returned to the student, who should sign for it
4. Any such medicines will be locked in the Head of Student Welfare's office drawer in A42.
5. In the event of any under 16 year old student requiring supervision in taking such medication an individual plan will be agreed with their parent /guardian in advance and will be based on the student's individual needs and circumstances. This plan is likely to include all the above information but additional guidance as to whom to contact if the student refuses to take his/her medication and how to effectively manage medication to allow them to participate in off site activities and residential trips.

Reference Material

Guidance on First Aid for Schools - DfES

Managing Medicines in Schools - DfES / Dept of Health

Reviewed: August 2019 PMB

Next Review: August 2020