



'Drugs & Medicines Policy'

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Version Control

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Lifeworks Policies Referenced

Policy Referenced:
Induction training



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INTRODUCTION

It is an important that drugs and medicines are controlled. Poor controls may lead to the drugs being incorrectly administered i.e at wrong dosage, to the wrong person and theft of the drugs.

It is our policy to:

- Adhere to statutory requirements and recommendations.
- Provide secure, controlled storage facilities for drugs and medicines.
- Train and authorise staff to administer drugs and medicines.
- Keep appropriate documentation.

Arrangements

All staff receive basic medication training on induction and periodically thereafter.

The Teacher in Charge has completed Safer Medication Training.

All drugs and medication are handed to staff and are checked in.

Medication will be signed out again when the student leaves College.

Trips arranged to make sure that students who require medication when out have appropriate medication carried by a member of staff in case of need.



Drugs are stored in a locked cabinet. Only those who have been trained are permitted to issue drugs and medicines.

Where specific medication is provided such as epilepsy recovery medication staff will have received appropriate training.