



## **CAPA College Administering of Medicines Policy**

**Review Date: January 2026**

# **Administering of Medicines Policy**

## **Introduction**

The administration of medicine is the responsibility of students, parents and carers. As CAPA College students are all over the age of 16 and are being supported toward adulthood, it is expected that they administer all of their own medications.

- Students should, where possible, carry any necessary medication on them. This should be stored in their bag and carried around college with them.
- Parents / students may request that medication be stored at college. This would be arranged on a case-by-case basis and overseen by Emily Webster.
- Teachers will not be required to administer medicines to students

## **General Principles**

Students suffering from short-term ailments, who are clearly unwell, should be at home and we reserve the right to ask parents to keep them at home, in their own best interests and that of other students and staff.

Students with chronic illness or disability, who need to take prescribed medicines during Academy hours, will be supported in this and helped to lead as normal and happy life within the Academy as possible. Relevant staff will receive regular training to administer certain medication e.g. for a child who requires emergency epilepsy drugs.

The College has a general duty of care towards its students. To enable staff to react promptly and reasonably if a child is suddenly taken ill the Local Governing Body has adopted the guidelines and procedures recommended by the LA.