



# The GTA Medicine Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitors) who may be asked to administer or hold any form of medicine/medication.

Document Ref	CP4.0
Version	1.5
Issue Date	08/03/2024
Reviewed Date	08/03/2024
Next Review Date	01/08/2024

Signature:

Approved By: J. Mace  
Position: CEO  
Date: 08/03/2024

## Contents Page

Schedule for Development/Monitoring/Review.....	Page 3
Scope of the Policy.....	Page 3
Prescription Medicine.....	Page 3
Non-Prescription Medicine.....	Page 3
Injections, Pessaries, Suppositories.....	Page 3
Staff Medication.....	Page 3
Storage.....	Page 3

## **Schedule for Development/Monitoring/Review**

This medicine policy was first approved by the Chief Executive in July 2017. Monitoring of the Policy will take place at regular intervals.

We aim to review the policy annually, or more regularly in the light of any significant new requirements. The next expected review date is marked on the front page.

## **Scope of the Policy**

We promote the good health of learners and staff attending GTA and take necessary steps to prevent the spread of infection.

Company staff will not issue, store, or administer any medication.

## **Prescription medication**

Prescription medicine will not be given.

## **Non-prescription medication**

Non-prescription medicine will not be given.

## **Injections, pessaries, suppositories**

Injections, pessaries, and suppositories will not be given.

## **Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as Paracetamol should be kept in the first aid box.

## **Storage**

Storage of medicine/medication will not be accepted.