

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

MEDICAL POLICY



01482 460464

PREPARED BY:

CALLUM THOMPSON - HEAD OF CENTRE



ADMIN@RACEWAYTRAINING.CO.UK

REVIEW DATE: 4TH SEPTEMBER 2025

1. Storage of Medication:

1.1 Medications brought to Fast Forward Vocational Training Ltd (FFVT) by students or their parents/guardians must be stored securely in a designated area within the school premises. This area shall be locked and accessible only to authorized personnel.

1.2 Medications requiring refrigeration shall be stored in a separate, clearly labelled refrigerator with restricted access.

1.3 Medications must be stored in their original containers with clear labels indicating the student's name, medication name, dosage instructions, and any allergies or specific requirements.

2. Administration of Medication:

2.1 Medications will be administered by designated staff members who are trained and authorized to do so. These staff members will be selected based on their willingness, training, and experience in medication administration.

2.2 Medications will only be administered according to the written instructions provided by the student's parent/guardian and healthcare provider. Any deviation from these instructions will be documented.

2.3 The administration of medication will be documented in a secure and confidential manner, including the date, time, dosage, and the name of the administering staff member.

3. Monitoring of Student Health Care Plans:

3.1 FFVT will maintain health care plans for students with chronic medical conditions or special healthcare needs. These plans will be developed in collaboration with the student's healthcare provider and parent/guardian.

3.2 Health care plans will be reviewed annually or as needed to ensure they are up-to-date and reflective of the student's current health status and medication requirements.

4. Responsibility for Storage and Administration:

4.1 The responsibility for the storage and administration of medication lies with designated school staff members, including Samuel Izatt and, in his absence, Callum Thompson, who are trained and authorized for this purpose.

4.2 In cases where both designated staff members are absent, a backup staff member trained in medication administration will assume responsibility.

5. Implementation of Policy:

5.1 This policy will be implemented through regular training sessions for staff members involved in medication storage and administration.

5.2 All staff members will be educated about this policy during their orientation and receive periodic updates as necessary.

5.3 Parents/guardians and students will receive a copy of this policy in the student handbook provided during the induction process.

6. Information and Training Dissemination:

6.1 FFVT will conduct training sessions for staff members annually to ensure compliance with this policy.

6.2 Parents/guardians will be provided with information about the medication policy during parent-teacher meetings and will have the opportunity to ask questions or seek clarification.

6.3 Students will also receive information about the policy during orientation and will be encouraged to report any medication-related concerns to staff members.

7. Review and Updates:

7.1 This policy will be reviewed annually by the FFVT administration and updated as needed to reflect changes in regulations or best practices.

Fast Forward Vocational Training Ltd is committed to ensuring the health and well-being of all its students, and this policy is designed to provide clear guidelines for the safe storage and administration of medications within our educational institution. Your cooperation and adherence to this policy are essential to maintaining a safe and healthy learning environment for all.



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