

## Staff Medication Policy (Whole School)

Staff who take medication during School hours must ensure that it is kept in a secure place.

Occasionally, staff may be prescribed medication which could affect their ability to work (i.e. tiredness, sickness, dizziness, mood swings). It is the responsibility of each member of staff to inform their Line Manager (Head of Early Years, Head of Pre-Prep or Headmaster) if they are taking any such medication. Sister Durrant will be consulted and may ask for further advice from the School Doctor, Dr Selby. If it is believed that the medication may, in any way, affect the performance of the member of staff, a decision will be made as to the viability of them continuing to work until the course of medication has been completed.

Should a member of staff disagree with a decision that has been made, the School will pay for a private consultation with the School Doctor who will advise.

Reviewed 1 Nov 2019