

1st September 2014

	For Action	For Information	Meeting
To: Headteachers of all schools	✓		
Copies to: Business Managers, Bursars and the Lead for the administration of medicines (please ensure your CofG receives a copy of this letter)	✓		

Dear Colleague

Model medicines policy

The Children's Act 2014 became effective on 1st September 2014. Section 100 places duties on the governing bodies of maintained schools, proprietors of academies and the managers of Alternative Provision Colleges to make arrangements for supporting pupils at school with medical conditions.

Due to these changes in legislation we have reviewed the government guidance 'Supporting pupils at school with medical conditions' and associated templates and updated the WSCC model medicines policy and templates.

Schools should draw upon the local authority's model policy to develop a localised policy and use the templates to record the management of medicines within the school.

The model policy and templates are attached to this letter and can also be downloaded from the WSGfL within the Health and Safety A-Z under the section [Child Health](#).

If you require any further clarification please contact health and safety helpline on 01243 752025 or email healthandsafety@westsussex.gov.uk.

Yours sincerely

DAVID RAMSBOTTOM

Lead Health and Safety Professional