

Appendix to Supporting Students with Medical Conditions policy

June 2018

Office use

Published: June 2018	Next review: June 2019	Statutory/non: Statutory	Lead: Tim Smith, East Leake Academy PDBW
Associated documents:			
<ul style="list-style-type: none"> Health and Safety policy including academy trips within and outside the UK 		<ul style="list-style-type: none"> Health and Safety Executive (HSE) guidance on academy trips Complaints Policy 	
Links to:			
<ul style="list-style-type: none"> Section 100 of the Children and Families Act 2014 to support students with medical conditions The Equality Act 2010 Special Educational Needs and Disability (SEND) Code of Practice 0-25 years January 2015 DALP Supporting Students with Medical Conditions policy 		<ul style="list-style-type: none"> Section 10 of the Children Act 2004 Control of Substances Hazardous to Health Regulations 2002 (COSHH) DFES Managing Medicines in Academy report (1448-2005) 	



Contents

1. Policy statement and introduction	3
2. Scope and purpose.....	3
3. Responsibility for implementing the policy.....	3
4. Roles and responsibility	3
5. Managing medicines on academy premises.....	3
6. Safety management.....	3
7. Disposal of medicines	3
8. Defibrillator	4
9. Refusing medicine	4
10. Staff administering medicine.....	4
11. Safe storage of medicines	4
12. Details of storage area and staff administering medication	4
13. Procedures for managing prescription medicines which need to be taken during the academy day	4
14. Record keeping	5
15. Emergency procedures	5
16. Day trips, residential visits and sporting activities	5
17. Complaints	5
18. Review of the policy	5

1. Policy statement and introduction

East Leake Academy (ELA) follows all aspects set out in the DALP policy.

2. Scope and purpose

ELA follows all aspects set out in the DALP policy.

3. Responsibility for implementing the policy

ELA follows all aspects set out in the DALP policy.

4. Roles and responsibility

ELA follows all aspects set out in the DALP policy.

Named person/s: Mr T Smith, Mrs V Arnone-Youlton, Coordinator.

Staffing training: Mr R Jones and Mrs C Mead.

5. Managing medicines on academy premises

ELA follows all aspects set out in the DALP policy.

5.9 Epipens

- a. Epipens will be secured in a locked filing cabinet in First Aid Room.

5.10 Insulin Pens

Blood sugar testing can be carried out in the Nurses office located in First Aid Room.

6. Safety management

ELA follows all aspects set out in the DALP policy.

7. Disposal of medicines

ELA follows all aspects set out in the DALP policy.

8. Defibrillator

ELA follows all aspects set out in the DALP policy.

9. Refusing medicine

ELA follows all aspects set out in the DALP policy.

10. Staff administering medicine

ELA follows all aspects set out in the DALP policy.

11. Safe storage of medicines

ELA follows all aspects set out in the DALP policy.

11.1 Medicines will be stored in accordance to the product instructions and in the original container in which dispensed. Medicines will be stored in a locked filing cabinet in either the First Aid room or Mrs C Mead's office, which is not accessible to students, with Mrs V Arnone-Youlton and Mrs C Mead responsible for the keys.

12. Details of storage area and staff administering medication

ELA follows all aspects set out in the DALP policy.

Storage: Medicines will be stored in a locked filing cabinet in the First Aid room or Mrs C Mead's office, which is not accessible to students, with Mrs V Arnone-Youlton and Mrs C Mead responsible for the keys.

Administration: Mrs V Arnone-Youlton and Mrs C Mead.

13. Procedures for managing prescription medicines which need to be taken during the academy day

ELA follows all aspects set out in the DALP policy.

14. Record keeping

ELA follows all aspects set out in the DALP policy.

15. Emergency procedures

ELA follows all aspects set out in the DALP policy.

16. Day trips, residential visits and sporting activities

ELA follows all aspects set out in the DALP policy.

17. Complaints

ELA follows all aspects set out in the DALP policy.

18. Review of the policy

ELA follows all aspects set out in the DALP policy.