



# Appendix to Supporting Students with Medical Conditions September 2019

Published: October 18	Next review: Sept 2020	Statutory/non: Statutory	Lead: Sally Truseler
<b>Associated documents:</b>			
<ul style="list-style-type: none"><li>Health and Safety policy including academy trips within and outside the UK</li></ul>		<ul style="list-style-type: none"><li>Health and Safety Executive (HSE) guidance on academy trips</li><li>Complaints Policy</li></ul>	
<b>Links to:</b>			
<ul style="list-style-type: none"><li>Section 100 of the Children and Families Act 2014 to support students with medical conditions</li><li>The Equality Act 2010</li><li>Special Educational Needs and Disability (SEND) Code of Practice 0-25 years January 2015</li></ul>		<ul style="list-style-type: none"><li>Section 10 of the Children Act 2004</li><li>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</li><li>DFES Managing Medicines in Academy report (1448-2005)</li></ul>	

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## **1. Policy statement and introduction**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **2. Scope and purpose**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **3. Responsibility for implementing the policy**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **4. Roles and responsibility**

Retford Oaks Academy follows all aspects set out in the DALP policy.

Named person/s: Lee Hardeman – First Aid Coordinator

## **5. Managing medicines on academy premises**

Retford Oaks Academy 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**

- e. Blood sugar testing can be carried out in the First Aid Room located in Student Support.

## **6. Safety management**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **7. Disposal of medicines**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **8. Defibrillator**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **9. Refusing medicine**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **10. Staff administering medicine**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **11. Safe storage of medicines**

Retford Oaks Academy 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 First Aid Room, which is not accessible to students, with Mrs F White responsible for the key, however all First Aiders have access to the keys to the First Aid Room and Medicines.

## **12. Details of storage area and staff administering medication**

Retford Oaks Academy follows all aspects set out in the DALP policy.

Storage: Medicines will be stored in a locked filing cabinet in First Aid Room, which is not accessible to students, with Mrs F White responsible for the key, however all First Aiders have access to the keys to the First Aid Room and Medicines.

Administration: First Aiders

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

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **14. Record keeping**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **15. Emergency procedures**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **16. Day trips, residential visits and sporting activities**

Tuxford Academy follows all aspects set out in the DALP policy.

## **17. Complaints**

Retford Oaks Academy follows all aspects set out in the DALP policy.

## **18. Review of the policy**

Retford Oaks Academy follows all aspects set out in the DALP policy.