

Supporting students with medical conditions policy - appendix

Retford Oaks Academy

September 2024

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/medical conditions on academy premises	3
6	Safety management	4
7	Disposal of medicines.....	4
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	5
13	Procedures for managing prescription medicines which need to be taken during the academy day	5
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

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

2 Scope and purpose

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

3 Responsibility for implementing the policy

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

4 Roles and responsibility

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

Named person/s: Principle Luke Dickinson , Business Manager Claire Rank

5 Managing medicines/medical conditions on academy premises

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

Adrenaline Auto-injectors /Epipens

Auto -injectors are located in the medical room /Reprographics/Pe Department

Insulin Pens

Glucose 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 Diverse Academies policy..

7 Disposal of medicines

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

8 Defibrillator

Retford Oaks Academy follows all aspects set out in the Diverse Academies policy. The Defibrillators at Retford Oaks Academy are kept in reception/ Reprographics/Pe Department

9 Refusing medicine

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

10 Staff administering medicine

Retford Oaks Academy follows all aspects set out in the Diverse Academies policy.
Mrs F White ,Mrs L Morris and Mrs J Gillam are responsible for administering medicine.

11 Safe storage of medicines

Retford Oaks Academy follows all aspects set out in the Diverse Academies 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 cabinet in the Medical Room, which is not accessible to students, with Mrs F White, Mrs Morris and Mrs Gillam responsible for the key.

12 Details of storage area and staff administering medication

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

Storage: Medicines will be stored in a locked cabinet in the First Aid Room, which is not accessible to students, with Mrs F White, Mrs Morris and Mrs Gillam responsible for the key,

Administration: F White, L Morris , J Gillam

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 Diverse Academies policy.

14 Record keeping

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

15 Emergency procedures

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

16 Day trips, residential visits and sporting activities

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

17 Complaints

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

18 Review of the policy

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