

# Appendix to Supporting Students with Medical Conditions policy

## January 2019

*Office use*

<b>Published:</b> January 2018 Reviewed May 2019	<b>Next review:</b> May 2020	<b>Statutory/non:</b> Statutory	<b>Lead:</b> Clare Stones, The National Church of England Academy
<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> <li><a href="#">DALP Supporting Students with Medical Conditions policy</a></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**

The NCEA follows all aspects set out in the DALP policy.

## **2. Scope and purpose**

The NCEA follows all aspects set out in the DALP policy.

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

The NCEA follows all aspects set out in the DALP policy.

## **4. Roles and responsibility**

The NCEA follows all aspects set out in the DALP policy.

Named person/s: Mrs D Smith and Mr E Heath.

Staffing training: Mrs J Foster

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

The NCEA follows all aspects set out in the DALP policy.

### 5.9 Epipens

- a. Epipens will be secured in a locked filing cabinet in House Reception.

### 5.10 Insulin Pens

- e. Blood sugar testing can be carried out in the Nurses office located in House Reception.

## **6. Safety management**

The NCEA follows all aspects set out in the DALP policy.

## **7. Disposal of medicines**

The NCEA follows all aspects set out in the DALP policy.

## **8. Defibrillator**

The NCEA follows all aspects set out in the DALP policy.

## **9. Refusing medicine**

The NCEA follows all aspects set out in the DALP policy.

## **10. Staff administering medicine**

The NCEA follows all aspects set out in the DALP policy.

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

The NCEA 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 house reception, which is not accessible to students, with Mrs D Smith and Mrs P Cook responsible for the key.

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

The NCEA follows all aspects set out in the DALP policy.

Storage: Medicines will be stored in a locked filing cabinet in house reception, which is not accessible to students, with Mrs D Smith and Mrs P Cook responsible for the key.

Administration: Mrs D Smith and Mrs P Cook

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

The NCEA follows all aspects set out in the DALP policy.

#### **14. Record keeping**

The NCEA follows all aspects set out in the DALP policy.

#### **15. Emergency procedures**

The NCEA follows all aspects set out in the DALP policy.

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

The NCEA follows all aspects set out in the DALP policy.

#### **17. Complaints**

The NCEA follows all aspects set out in the DALP policy.

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

The NCEA follows all aspects set out in the DALP policy.

#### **How this policy reflects our academy vision of 'Life in all its fullness' (John 10:10)**

- Ensure all students are able to access support to enable them to succeed without barriers.
- Respecting the individual needs of each person.