

# Supporting Students with Medical Conditions Policy - Appendix

Tuxford Academy

September 2023

## 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.....	3
9. Refusing medicine .....	3
10. Staff administering medicine .....	3
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.....	4
15. Emergency procedures .....	4
16. Day trips, residential visits and sporting activities .....	4
17. Complaints.....	4
18. Review of the policy .....	4

## **Policy statement and introduction**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Scope and purpose**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Responsibility for implementing the policy**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Roles and responsibility**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

Named person/s: Mr S Thompson, Mrs S Hall

Staffing training: External training agency

## **Managing medicines on academy premises**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

### 5.9 Epipens

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

### 5.10 Insulin Pens

- a. Blood sugar testing can be carried out at First Aid room located next to main reception.

## **Safety management**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Disposal of medicines**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Defibrillator**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Refusing medicine**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Staff administering medicine**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Safe storage of medicines**

Tuxford 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 medical cabinet in the pastoral office, which is not accessible to students, with Mrs S Hall responsible for the key.

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

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

Storage: Medicines will be stored in a locked medical cabinet at First Aid, which is not accessible to students, with Mrs S Hall responsible for the key.

Administration: Mrs S Hall

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

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Record keeping**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Emergency procedures**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

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

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Complaints**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.

## **Review of the policy**

Tuxford Academy follows all aspects set out in the Diverse Academies Policy.