



TUXFORD
Primary Academy

Appendix to Supporting Students with Medical Conditions policy September 2020

Office use

Published: September 2020	Next review: September 2021	Statutory/non: Statutory	Lead: Elaine Wooding
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 		<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) 	



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Learning Partnership

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1. Policy statement and introduction

The academy follows all aspects set out in the DAT policy.

2. Scope and purpose

The academy follows all aspects set out in the DAT policy.

3. Responsibility for implementing the policy

The academy follows all aspects set out in the DAT policy.

4. Roles and responsibility

The academy follows all aspects set out in the DAT policy.

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Staffing training: Jane Guest

5. Managing medicines on academy premises

Pupils at Tuxford Primary Academy do not carry their own medicines. Where conditions have the potential to need immediate management, medicines are kept securely within the classroom area to allow easy and quick access in an emergency.

5.1 Inhalers are kept in the classroom within easy reach of an adult. Inhalers are carried by the child on school trips and the adult leading the group is made aware.

5.2 Epi-pens are kept in an identified, accessible location in the classroom.

5.3 Insulin pens are kept in the fridge in the office which is locked.

5.4 Staff assist in blood sugar testing, managing insulin pumps and record keeping.

5.5 Healthcare plans are required for pupils with long term medication to enable us to have a full understanding of healthcare requirements.

6. Safety management

The academy follows all aspects set out in the DAT policy.

7. Disposal of medicines

The academy follows all aspects set out in the DAT policy.

8. Defibrillator

Tuxford Primary Academy does not have a defibrillator on its site. The closest defibrillator is located at Tuxford fire station.

9. Refusing medicine

The academy follows all aspects set out in the DAT policy.

10. Staff administering medicine

The academy follows all aspects set out in the DAT policy.

The Parental Agreement Form below (appendix 1) will need to be completed to allow staff to administer medicine

The academy will not give your child medicine unless it is prescribed by a doctor and you complete and sign this form. All medicines must be in the original container as dispensed by the pharmacy with a pharmacy label on the packaging.

11. Safe storage of medicines

The academy follows all aspects set out in the DAT 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 cupboard in the staff kitchen (or the fridge located in the office or in fridge in the Nursery if the medication should be stored in a fridge) which is not accessible to children, with the School Office responsible for the key.

12. Staff administering medication

The academy follows all aspects set out in the DAT policy.

The Parental Agreement Form below (appendix 1) will need to be completed to allow staff to administer medicine.

The academy will not give your child medicine unless you complete and sign this form. All medicines must be in the original container as dispensed by the pharmacy.

Medication may only be administered by staff who have received appropriate training. The administration of medicine must be witnessed by another member of staff and recorded on appendix 1 below.

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

The academy follows all aspects set out in the DAT policy.

14. Record keeping

The academy follows all aspects set out in the DAT policy.

15. Emergency procedures

The academy follows all aspects set out in the DAT policy.

16. Day trips, residential visits and sporting activities

The academy follows all aspects set out in the DAT policy.

17. Complaints

The academy follows all aspects set out in the DAT policy.

18. Review of the policy

This appendix will be reviewed annually.

Parental agreement form to administer medicine

The academy will not give your child medicine unless you complete and sign this form, and the academy has a policy that the staff can administer medicine. All medicines must be in the original container as dispensed by the pharmacy.

Child:

Name of academy:	Tuxford Primary Academy
Name of child:	
Date of Birth:	
Class:	
Medical condition/illness:	

Medicine:

Name and strength of medicine:	
Date medicine provided by parent:	
Quantity received:	
Expiry date:	
Time required (in school):	
Dose required:	
Route required:	
Self-administration – Yes/No	
Special precautions/other instructions:	
Procedures to take in an emergency:	
Date returned to parent: (office use only)	

Contact details:

Name:	
Daytime telephone no.:	
Relationship to child:	
Address:	

I understand that I must deliver the medicine personally to the Office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Staff signature

Signature of parent/carer

Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			
Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			
Date:			
Time given:			
Dose given:			
Administrator signature:			
Witness signature:			