



Ark John Keats Academy

Supporting Students with Medical Conditions Policy

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1. INTRODUCTION

The Children and Families Act 2014 includes a duty for schools to support students with medical conditions.

Where students have a disability, the requirements of the Equality Act 2010 will also apply. Where students have an identified special need and/or disability, the SEND Code of Practice (2015) states that *“Provision should be planned and delivered in a co-ordinated way with the healthcare plan.”* Schools are also required to have regard to statutory guidance *“Supporting pupils at school with medical conditions”*.

All students have a right to access the full curriculum adapted to their medical needs. They will receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

At Ark John Keats Academy we recognise that medical conditions may have an impact on social and emotional development, as well as having educational implications.

Ark John Keats Academy will build relationships with healthcare professionals and other agencies and in order to effectively support students with medical conditions.

2. ROLES AND RESPONSIBILITIES

The Named Person responsible for students with medical conditions is Ms. D. Whight (SENCO) in the Primary phase and Ms. D. Harter (SENCO) in the Secondary phase.

The Named Person is responsible for:

- Ensuring that relevant staff are informed of medical conditions for all students.
- Arranging training for identified staff.
- Ensuring that all staff are aware of the importance to communicate necessary information about medical conditions and where necessary, take the lead in communicating this information.
- Assisting with risk assessments for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing individual Medical Care Plans with healthcare professionals.
- Working together with parents, students, healthcare professionals as well as other agencies and stakeholders.

The Governing Body is responsible for:

- Determining Ark John Keats Academy’s general policy as well as ensuring that arrangements are in place to support students with medical conditions.

The Principal is responsible for:

- Overseeing the management and provision of support for students with medical conditions.

- Ensuring that sufficient numbers of trained staff are available to implement the policy and deliver individual medical care plans, including covering absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Support Staff are responsible for:

- The day-to-day management of the medical conditions of students they work with, in line with training received, as set out in individual Medical Care Plans.
- Working with the Named Persons to ensure that risk assessments and Personal Emergency Evacuation Plan (PEEPs) are carried out for school visits as well as other activities arranged outside the normal timetable.
- Providing information about medical conditions to supply staff covering their class.

NOTE: All teaching and support staff might be asked to provide support to a student with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

The school nurse is responsible for:

- Notifying the school when a student has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the student starts at ARK John Keats Academy.
- Providing support for staff on implementing a student's individual healthcare plan and providing advice and liaison including with regard to training.

Please note that the LA is currently unable to provide a school nurse service for Ark John Keats Academy except for certain pupils (e.g. LAC pupils) and this is not co-ordinated or controlled by the school.

3. PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- The Named Person will liaise with relevant individuals, including (as appropriate) parents, the individual student, health professionals and other agencies to decide on the appropriate level of support to be provided to the student.
- Where appropriate, an individual Medical Care Plan will be created for the student.
- Appendix 1 on pg. 9 outlines the process for developing individual healthcare plans.

4. MEDICAL CARE PLANS

- Individual Medical Care Plans are written for students with a long term or complex medical condition.
- The Medical Care Plan will clarify what support needs to be put in place, when it needs to be in place and by whom it should be arranged. This includes information about the student's condition, special requirements, medicines, emergencies and action in the case of an emergency.

- Individual Medical Care Plans will be reviewed annually or earlier if evidence is provided by parents/carers of advice from a healthcare professional that a student's medical needs have changed.

5. ADMINISTERING MEDICINES

- Written consent from parents/carers must be received before administering any medicine to a student at school.
- Medicines will only be accepted for administration if they are:
 - Prescribed
 - In-date
 - Clearly labelled with students details
 - Provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage from the Pharmacy.
 - ⊖ One exception to this is Epi-Pens (epinephrine auto-injectors)
- Medicines are to be stored securely in the Medical Office. Students and teaching staff should know where these students' medicines are at all times.
- Digital, written records will be kept in the Reception office and/or Medical Office indicating all medicines administered to students.
- Students who are competent to manage their own health needs and medicines independently, after discussion and consent from parents/carers, will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication in the reception office.

6. ACTION IN EMERGENCIES

A copy of this information is displayed in the reception office:

1. Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat this information if requested:
 - The school's telephone number: **020 8443 3113**.
 - Your name.
 - Location: **Ark John Keats Academy, Bell Lane, Enfield, EN3 5PA**.
 - Provide the exact location of the patient within the school.
 - Provide the name of the student and a brief description of their symptoms.
 - Inform ambulance crew of the best entrance to use and inform where the crew will be met and escorted to the location of the patient.
2. Ask office staff to contact Site Supervisor/Premises Assistant (Mr. Barlett/Mr. Bell) to ensure that the relevant gates are opened for entry.
3. A member of the senior leadership team should contact the parents/carers of the student immediately to inform them of the situation.
4. A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to the hospital, a member of staff should accompany the student in the ambulance.

7. EXTRA-CURRICULAR ACTIVITIES

- Reasonable adjustments will be made to enable students with medical needs to fully and safely participate in educational visits, residential visits, sporting activities and other extra-activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

8. UNACCEPTABLE PRACTICE

The following actions are **not** generally acceptable practice with regard to students with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate way:

- Preventing students from accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that every student with the same condition requires the same treatment.
- Ignoring the views of the student or their parents; or ignoring medical evidence or opinion (although this may be challenged by staff).
- Sending students with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual medical care plans.
- If the student becomes very ill, sending them to the school's Reception office or Medical Office unaccompanied or with an unsuitable escort.
- Penalising students for their attendance record, if their absences are related to their medical condition for authorised reasons, such as hospital appointments with evidence.
- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively.
- Requiring parents to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Preventing students from participating, or creating unnecessary barriers to students participating in any aspect of school life, including school trips. For example, by requiring parents to accompany their child if they are not willing to do so

9. COMPLAINTS

- Any individual wishing to make a complaint about the school's actions in supporting a student with medical conditions, should discuss this with the Principal in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in our Complaints Policy.
Link to Complaints Policy - <http://arkjohnkeatsacademy.org/complaints-policy-2>

10. EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

APPENDIX 1

Process for developing individual Medical Care Plans