



Ark John Keats  
Academy

# Supporting Pupils with Medical Conditions Policy

## Policy information

### Named personnel with designated responsibility for Supporting Pupils with Medical Conditions

Academic year	Designated Senior person	Nominated Governor	Chair of Governors
2016-2017	Marne Reynecke	Linsey Cole	Linsey Cole
2017-2018	Marne Reynecke	Linsey Cole	Linsey Cole
2018-2019	Marne Reynecke	Linsey Cole	Linsey Cole
2019-2020	Marne Reynecke	Linsey Cole	Linsey Cole
2019-2020	Marne Reynecke (Primary) Natasha Socrates (Secondary)	Linsey Cole	Linsey Cole

### Policy review dates

Review Date	Changes made	By whom
Sept 2014	Policy created	Marne Reynecke
Sept 2016	Policy Review	Marne Reynecke
Sept 2017	Policy Review	Natasha Socrates
Sept 2018	Policy Review	Natasha Socrates
Sept 2019	Policy Review	Natasha Socrates
Sept 2020	Policy Review	Natasha Socrates

### Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2016-2017		Lindsey Cole
2017-2018		Linsey Cole
2018-2019	October 2018	Linsey Cole
2019-2020	September 2019	Linsey Cole

### Dates of staff training

Dates	Staff	Led by	Focus
Sept 2017	All	Mitra Samsami	Epi Pens
Sept 2019	All	Mitra Samsami	Epi Pens/Epilepsy

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## INTRODUCTIONS

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- 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 will apply additionally.
- All students have a right to access the full curriculum adapted to their medical needs. They will receive 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.

## ROLES AND RESPONSIBILITIES

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**The Named Person responsible for students with medical conditions is Ms. M. Reynecke in the Primary phase and Ms. N. Socrates in the Secondary phase.**

**This person is responsible for:**

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that 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 assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans with healthcare professionals.
- Working together with parents, students, healthcare professionals as well as other agencies.

**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 Headteacher 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 healthcare 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 IHPS.
- Working with the named persons to ensure that risk assessments 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.

**NB.** 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.*

**PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION**

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- The named person will liaise with relevant individuals, including (as appropriate) parents, the individual student, health professionals and other agencies to decide on the support to be provided to the student.
- Where appropriate, an Individual Healthcare Plan (IHCP) will be drawn up.
- Appendix 1 on pg. 9 outlines the process for developing individual healthcare plans.

**INDIVIDUAL HEALTHCARE PLANS (IHCP)**

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- An IHCP will be written for students with a long term or complex medical condition.
- It will clarify what 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.
- IHCPs will be reviewed annually or earlier if evidence is provided that a student's needs have changed.

## ADMINISTERING MEDICINES

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- Written consent from parents 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
  - Labelled with students details
  - Provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage.
  - One exception to this is 'Insulin' which will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines should be stored safely. Students and teaching staff should know where these students' medicines are at all times.
- Written records will be kept in the reception office/ medical office indicating all medicines administered to students.
- Students who are competent to manage their own health needs and medicines, after discussion with 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.

## ACTION IN EMERGENCIES

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A copy of this information will be displayed in the reception office:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number: 02084433113.
  2. Your name.
  3. Your location: Bell Lane; Enfield; London; EN3 5PA.
  4. Provide the exact location of the patient within the school.
  5. Provide the name of the student and a brief description of their symptoms.
  6. Inform ambulance control of the best entrance to use and inform where the crew will be met and escorted to the location of the patient.
- Ask office staff to contact Site Supervisor/Premises Assistant (Mr. Barlett/Mr. Bell) to ensure that the relevant gates are opened for entry.
- A senior member of staff should contact the parents immediately to inform them of the situation.
- 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.

## ACTIVITIES BEYOND THE USUAL CURRICULUM

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- 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 activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

## UNACCEPTABLE PRACTICE

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The following items 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 manner.

- 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).
- 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 healthcare plans.
- If the student becomes very ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising students for their attendance record, if their absences are related to their medical condition e.g. hospital appointments.
- 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, e.g. by requiring parents to accompany their child if they are not willing to do so

## COMPLAINTS

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- An individual wishing to make a complaint about actions regarding the school's actions in supporting a student with medical conditions, should discuss this with the Headteacher 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.  
Follow link for Complaints Policy - <http://arkjohnkeatsacademy.org/complaints-policy-2>

**EQUALITY IMPACT STATEMENT**

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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 healthcare plans**