



**Ark Pioneer
Academy**

**Supporting Pupils with Medical
Conditions**

2022-23

PURPOSE

This policy sets out the way in which we will support any pupils with medical conditions.

Date of last review:	July 2022	Author:	Head of Estates
Date of next review:	July 2023	Owner:	Education Directors
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
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ARK MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input checked="" type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Inclusion

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1. Introduction

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

Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.

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

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition.

2. Roles and Responsibilities

The Named Person responsible for children with medical conditions is Rachel Britton, Assistant Principal/ SENCo

This person is responsible for:

- Informing relevant staff of medical conditions
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies
- Conducting risk assessments for school visits and other activities outside of the normal timetable

She will be supported by the **Executive Assistant, Chloe Conces & First Aid Lead, Alison Bell** who will:

- Arrange training for identified staff, in consultation with the SENCo
- Ensure all necessary information regarding medical conditions is communicated to supply or temporary staff
- Assist with risk assessment for school visits and other activities outside of the normal timetable

The Principal is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover 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 children they work with, in line with training received and as set out in IHPS
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

The Governing Body is responsible for:

- Feeding into the school's general policy and ensuring that arrangements are in place to support children with medical conditions

3. Procedure When Notification Is Received That A Pupil Has A Medical Condition

If the school is notified during the Secondary Transition Visit, prior to the pupil starting school, all relevant information will be gathered initially by the Principal or senior team member conducting the Secondary Transition Visit.

The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child.

Where appropriate, an *Individual Healthcare Plan* will be drawn up.

Appendix A outlines the process for developing individual healthcare plans.

4. Individual Healthcare Plans (IHCPs)

An ICHP will be written for any pupils with a medical condition that is long term and complex.

The ICHP will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity.

Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP. IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

5. Administering Medicines

Written consent from parents must be received before administering any medicine to a child at school.

Medicines will only be accepted for administration if they are:

- Prescribed
- In-date
- Labelled
- Provided in the original container, as dispensed by a pharmacist and including instructions for administration, dosage and storage (the exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container)

This will be discussed with all parents during the Secondary Transition Visit or during the family induction meeting, where there is a mid-year entrant. In terms of storage and administration:

- Medicines will be stored safely
- Children will know where their medicines are at all times
- Written records will be kept of all medicines administered to children
- Pupils who are competent are encouraged to manage their own health needs and medicines, after discussion with parents/ carers will be allowed to carry and administer their own medicines and relevant devices or will be allowed to access their medicines for self-medication.
- Children who may need assistance to take their medicines or require an appropriate level of supervision are encouraged to come to the Medical Room during break or lunch time. If it is not

appropriate for a child to self-manage, then staff will help to administer medicines and manage procedures for them.

6. Action taken in an Emergency

A copy of this information will be displayed in the school 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.
 - The school's telephone number: **[020 0203 787 4090]**
 - Your name: []
 - Your location: Ark Pioneer Academy, Westcombe Drive, EN5 2BE
- Provide the exact location of the patient within the school
- Provide the name of the child and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to open relevant gates for entry
- Contact the parents to inform them of the situation (senior staff or office staff)
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

7. Activities Beyond The Usual Curriculum

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum

When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

8. Unacceptable Practice

We recognise that the following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner:-

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignoring the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- Sending a child who has become ill to the school office or medical room unaccompanied or with someone unsuitable
- Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents, or otherwise making them feel obliged, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

9. Complaints

An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school 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*.

Appendix 1: Procedure for developing IHCP

