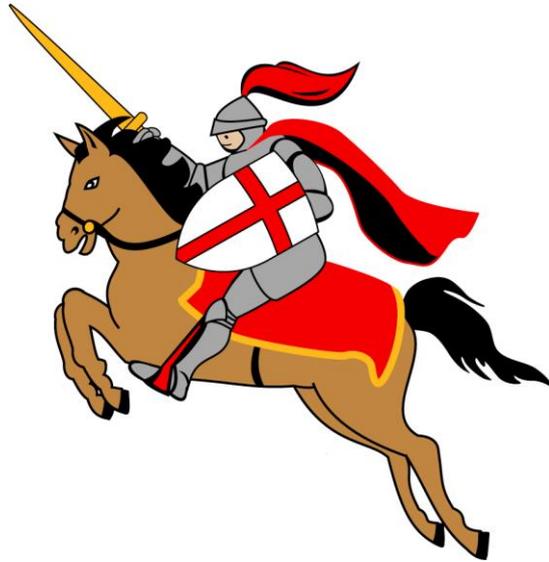


CONISBROUGH IVANHOE PRIMARY ACADEMY



POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

2015

Approved by Governors January 2015
Review Date July 2018

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APPENDIX

Process for Developing Individual Health Care Plans

Policy for Supporting Pupils with Medical Needs

1 INTRODUCTION

- **The Children and Families Act 2014¹** includes a duty for educational establishments to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010² will be met.
- All children have a right to admission to the school, 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.
- Ivanhoe Academy recognises that medical conditions may impact upon social and emotional development as well as educational implications.
- Ivanhoe Academy will build relationships with Health Care professionals and other agencies in order to effectively support pupils with medical conditions.
- The prime responsibility for a child's health lies with the parent/guardian who is responsible for the child's medication and should supply Ivanhoe Academy with all the appropriate information.

2 ROLES AND RESPONSIBILITIES

The Deputy Headteacher is the named person/role for responsibility for children with medical conditions.

The Deputy Headteacher is responsible for

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate all necessary information about medical conditions to supply staff and, where appropriate, taking 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 Health Care Plans.
- Working together with parents, pupils Health Care professionals and other agencies.

The Governing Body is responsible for

- Determining Ivanhoe Academy's Supporting Pupils with Medical Conditions Policy and ensuring that arrangements are in place to support children with medical conditions.

¹ <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

² <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Policy for Supporting Pupils with Medical Needs

The Headteacher is responsible for

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficiently trained numbers of staff are available to implement the Policy and to deliver individual health care plans, including absence cover and taking into account staff turnover.

Teachers and Support Staff are responsible for

- Ensuring that the day to day management of the medical conditions of children they work with is
 - in line with training received and
 - in accordance with Individual Health Care Plans.
- Working with the named person, to ensure that risk assessments are carried out for school visits and other activities which are outside of the usual timetable.
- When the need for supply staff is known in advance, ensuring information about medical conditions is given.

PLEASE NOTE:

Medication (except treatments for asthma and anaphylactic shock) must only be administered by qualified staff³).

3 PROCEDURES TAKEN WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

In order to decide on the support to be provided, the named person/role will

- liaise with all relevant individuals, including (as appropriate)
 - Parents
 - The pupil
 - Health professionals
 - Other agencies
- Draw up and Individual Health Care Plan (when/where appropriate)

The Appendix outlines the process for developing an Individual Health Care Plan.

³ As at July 2015: the Office Manager and the School Business Manager

Policy for Supporting Pupils with Medical Needs

4 ADMINISTERING MEDICINES

- Qualified staff will administer medication according to the following criteria:
 - The appropriate administering medication form has been completed by the parent/guardian.
 - Medication will only be accepted for administration if
 - Prescribed.
 - In date.
 - Labelled by the dispensing pharmacist (details required include: dosage, when to be administered, storage instructions).
 - Provided in the original container as dispensed by the pharmacist.
 - The dosage required is more than three times a day unless specifically instructed by the pharmacist.
- Medications will be stored safely/appropriately and, whenever possible, children will know where their medication is kept.
- Written records will be kept of all medication administered to children.

6 ACTION IN THE EVENT OF AN EMERGENCY

- The following the procedures are used to request an emergency service:

CONISBROUGH IVANHOE PRIMARY ACADEMY Instructions for requesting EMERGENCY SERVICES by using the telephone and dialing 999 When requested by the Control Centre ask for the required emergency service ie Fire Brigade, Police or Ambulance and give the following information:	
Your Name	
The Emergency Service/s needed	
School telephone number	01709 862307
Name of School	Conisbrough Ivanhoe Primary Academy
Address	Old Road Conisbrough Doncaster
Postcode	DN12 3LR
Direction on how to access school	VEHICLES: the drive to the car park is accessible from Old Road and the main entrance to school is through the Reception area to the right of the car park (signposted). PEDESTRIANS: via the footpath between Old Road and Maple Grove INFORM the Control Centre were a member of staff will meet and guide the emergency service.
Details of the incident/accident and location	Ie Fire and location or Accident to an individual
Accidents: details of casualty	Name of child/adult. Age. Symptoms.

Policy for Supporting Pupils with Medical Needs

- Attempts will be made to contact parents/guardians.
- A member of staff will stay with the pupil until the parent/guardian arrives.
- If the parent/guardian does not arrive before the pupil is transported to hospital, a member of staff will accompany the child in the ambulance.
- If, after a reasonable amount of time, it is still not possible to contact the parent/guardian or the parent/guardian does not respond to the requests of staff, Ivanhoe Academy will contact the Police, who will contact Doncaster MBC Social Services.

A copy of this information is displayed in the

- Administration Office
- School Business Manager's Office
- Headteacher's Office
- Deputy Headteacher's Office

7 ACTIVITIES BEYOND THE NORMAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully as well as safely in day trips, residential visits, sporting activities and other activities beyond the normal curriculum.
- When carrying out risk assessments, where appropriate, the following people will be consulted:
 - Parents/guardians
 - The pupil
 - Health Care professionals

8 COMPLAINTS

- Complainants should, in the first instance, discuss the matter with the Headteacher.
- If the issue is unresolved, then a formal complaint should be made following Ivanhoe Academy's formal complaints procedure as outlined in the Complaints Policy⁴.

Web Links

Statutory guidance on supporting pupils with medical conditions:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

Children and Families Act 2014 section 100:

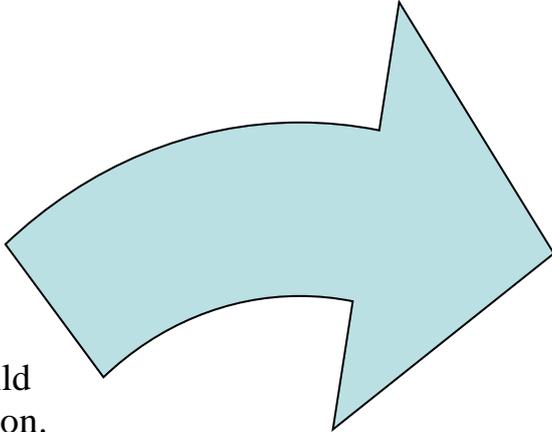
<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

⁴ <http://www.ivanhoeschool.co.uk/ofsted/policycomplaints.pdf>

Policy for Supporting Pupils with Medical Needs

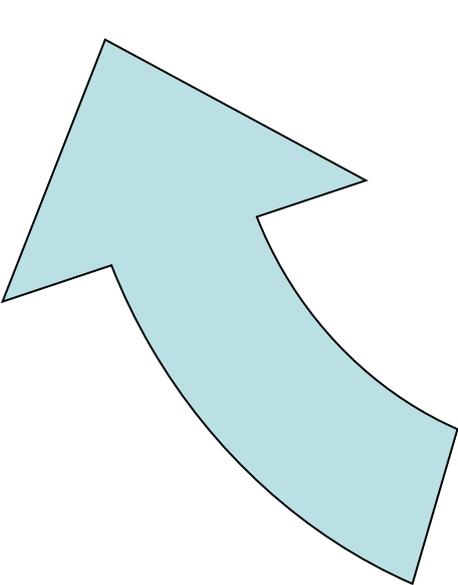
Appendix

Procedure for drawing up a Health Care Plan:



1. Parents inform School that their child has a medical condition. An appointment is made for parents and relevant staff to meet as quickly as possible to discuss needs.

2. Parents (and child if appropriate) meet with either the Deputy Head or Parent Support Officer along with the Office Manager to discuss the child's needs and draw up an Individual Health Care Plan.



3. Consent forms to administer medicines are completed as appropriate. IHC is shared with relevant staff. Logs are kept of medicine administered. Plan is reviewed at a time appropriate to need.

