

WOLLASTON COMMUNITY PRIMARY SCHOOL

Policy for the Education of Children with Medical Needs

This policy should be read in conjunction with the Wollaston Community Primary School Policy for Special Educational Needs, Access Policy, Equalities Policy, The Teaching and Learning Policy, the Attendance Policy and the Health and Safety Policy)

At Wollaston C.P School we are committed to providing pupils with access to education whatever their medical needs or individual circumstances. We believe that all pupils should have access to as much education as their particular medical condition allows so that they maintain the momentum of their learning whether they are attending school or going through periods of treatment and recuperation.

Definition of Medical Needs

For the purpose of this policy, pupils with medical needs are:

- children with chronic or short term medical conditions involving specific treatments or forms of supervision during the course of the school day, or
- sick children, including those who are physically ill or injured or are recovering from medical interventions, or
- children with mental health problems or
- children who are unable to attend school due to a short term medical condition

Named person

The member of staff responsible for ensuring that pupils with medical needs have proper access to education is the Special Educational Needs Coordinator (SENCo). She will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil. It will be her responsibility to pass on information to the relevant members of staff.

Partnership with parents/carers and pupils

- Parents hold key information and knowledge and have a crucial role to play. Parents and pupils will be involved in the process of making decisions.
- Parents are asked to keep the school informed about any changes in the treatment their children are receiving, including changes in medication.
- Parents will be kept informed about arrangements in school and asked to sign to agree to contact made with outside agencies.

- Parents and pupils will be fully involved in discussions and plans before any home teaching can be agreed to if that is deemed to be the best support at any given time.

Absence as a result of a medical condition

- In cases where pupils are absent for periods less than 15 working days, parents will follow the normal arrangements for informing* the school. If the length of the period of absence can be anticipated, then it may be appropriate for the class teacher to provide the pupil with a pack of work to do at home.
- Where an absence exceeds 15 working days, the school will inform the Education Attendance Service. Parents will need to provide the school with a letter from a medical Consultant containing details of the medical condition or intervention and information about the estimated period of absence.
- If a pupil is to be admitted to hospital for a period longer than 5 working days or is going to be absent from school due to illness or injury for more than 15 days then the SENCo will contact Hospital and Outreach Education directly or via the teaching provision at Kettering or Northampton General Hospital as appropriate and will consult with staff there about ensuring continuity of education.

Arrangements for access to education in the case of long-term absence

- It is essential that parents/carers inform the school at the earliest opportunity if it is anticipated that an absence will be long-term (exceeding 15 working days).
- When an absence of more than 15 working days can be predicted, arrangements for continuing the pupil's education will be made by the SENCo. After speaking to the parents, she will contact the Hospital and Outreach Education. She will then send on documentation that will inform staff about the pupil's needs, enabling them to plan appropriate provision. Information sent will generally include:
 - curriculum targets;
 - a current Individual Education Plan (IEP) and/or personal education plan, if the pupil has either of these;
 - extracts from the latest Annual Review (pupils with statements only).
- The school, with the parent's cooperation, will maintain contact with pupils unable to attend. It may be appropriate for email to be used and if special events are taking place at school it may be possible for a video to be made and a copy sent to the hospital or home. In certain instances a child's class teacher may be able to send material to the education provider that will help to keep the absent pupil up to date with topics being covered in class.

- The school will continue to monitor the progress of pupils unable to attend. This will be done through discussion with teachers working with the child out of school and by examining work samples (where appropriate). In cases of extended absence the SENCo will arrange for a review to be held, attended by the pupil's parents, the education provider and the class teacher.

Reintegration following absence for medical treatment

- As with the notification of absence, it is very important that parents give the school as much notice as possible about the pupil's date of return to school.
- The school will draw up an individually tailored reintegration plan including appropriate risk assessments for the pupil's safety being put into place in advance of the pupil's return to school. This plan will set down any new procedures that need to be followed and will ensure that any additional equipment is in place. Particular attention will be given to matters such as handling and lifting and support staff will be given appropriate training. It is essential that all agencies involved with the pupil contribute to the drawing up of the plan. In some cases it will be necessary to have outside professionals on site when the child first returns.
- For some children, **reintegration will be a gradual process**. A pupil may start with a short visit to school and gradually increase the time spent in class as s/he builds up stamina. Where mobility and independence are reduced, or where additional medical procedures are involved, a preliminary visit will help to establish whether there are any safety issues that need to be resolved before a date is fixed for the pupil's return.
- If it seems as though a pupil will have significant medical needs for the foreseeable future, it may be necessary to consider making a request for statutory assessment under the Code of Practice (Pupils with Medical Needs). There will be consultation with the parents on this matter.

Catering for pupils' medical needs in school

- The majority of children who have medical needs are able to attend school regularly and do not have to undergo extended periods of treatment.
- Parents of new pupils are required to complete a form which gives the school information about individual medical needs. It is the duty of parents to return this form promptly so that any necessary preparations can be made. This will be updated annually.
- Information supplied by parents is transferred to the Medical Alert Forms for individual children. A copy of these forms is kept inside the class attendance register so that it can be referred to easily. Support staff have full copies of these forms as they may be working with children from several different classes. The Medical Alert forms should indicate whether there is a care plan or risk assessment in place for a pupil.

- Staff must familiarise themselves with the medical needs of the pupils they work with. Training will be provided in connection with specific medical needs so that staff know what precautions to take and how to react in an emergency.
- Before taking children off the school premises, the member of staff in charge will check that any medication or equipment that needs to accompany pupils is safely packed and they will discuss this with the parents if necessary.
- Medication is kept in the school office and is taken under supervision. Medicines are only administered in specific circumstances and parents must reach an agreement with the school before sending in medication. It is the responsibility of parents to ensure that medicines are not out of date. Inhalers are kept in the relevant classroom so they can be accessed quickly. Parents are responsible for supplying information about medicines that their child needs to take at school, for letting the school know of any changes to the prescription or the support needed and for ensuring it is in date. The parent or doctor would provide details including:
 - Name of medication
 - Dose
 - Method of administration
 - Time and frequency of administration
 - Other treatment
 - Any side effects
- Children with more complex medical needs may require a medical Alert Form. This will be drawn up in consultation with parents and outside professionals. A delegated member of the support staff will supervise the carrying out of the plan.
- Pupils who have to carry out regular exercise programmes will be supervised by a member of staff who will have received training from an appropriate professional. Where necessary, pupils will be provided with an exercise bed and a degree of privacy whilst carrying out their exercises.
- Pupils who need special arrangements for toileting will be assisted by a trained member of staff and will use one of the school's specially adapted toilets. Protective gloves and aprons are provided for staff and there are procedures in place for the disposal of soiled nappies and used catheters. Pupils are encouraged to develop as much independence as possible in connection with toileting.

Medical Alert Forms

It is important for the school to have sufficient information about the medical condition of any pupil with complex long term medical needs. The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. A medical alert form is drafted by the school and sent home to parents to add to and make changes or recommendations as needed. This form is then updated by the school office and parents then receive and sign a copy for the school records. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. A Medical Alert Form should be completed for such pupils, involving the parents and relevant health professional.

This will be reviewed at least annually at the annual statement review or more frequently if parents advice of changes to treatment or care. It may be reviewed at an interim review if appropriate to meet the pupil's needs.

The medical alert form should include:

- Details of a pupil's condition
- Special requirements eg dietary requirements, pre-activity precautions
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

The main purpose of an individual Medical Alert form for a pupil with medical needs is to identify the level of support that is needed in school. A written agreement with parents clarifies with staff, parents and the pupil the help that the school can provide and receive. Schools should agree with parents how often they should jointly review the health care plan. The school needs to ensure that all relevant professionals have a copy of the care plan.

The school also keeps a record in the office of accidents that occur following the county guidelines and a written record is kept of follow up advice given to parents.

Identification of medical needs

- Most medical needs will be identified by the parents in consultation with a medical professional outside school.
- Any medical concerns the school has about a child will be raised with the parents and reported to the school nurse. Most parents will wish to deal with medical matters themselves through their GP, hospital consultant or if appropriate CAHMS. In some instances the school, after consultation with the parent, may write a letter to the GP suggesting a further referral.
- During an annual meeting the SMT, the headteacher should ensure the Medical Alert Forms are reviewed and health matters discussed. It may

be relevant to review particular cases in staff meetings and to add and discuss the medical needs of new pupils.

- The School Business Manager will meet with all staff at the beginning of an academic year to review the Medical Alert Forms, update care plans and ensure all staff have the relevant information.

Guidance for managing medicines in schools/pre-school and out of school settings

The school operates within the Northamptonshire County Council current guidelines for the administration of medication. This is communicated to the parents annually in a parents newsletter and a full copy of the guidelines can be found on the internet or provided for parents on request.

Policy implemented in January 2013

Updated: Jan 2016

Signed: _____