



Policy for the Education of Children with Medical Needs

At SPSM 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**.

Named person

The member of staff responsible for ensuring that pupils with medical needs have proper access to education is **Pam Broadhurst, 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. Both 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 about contacts made with outside agencies.

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 parent to request support from the teacher.
- 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. The Home Tuition Service will be contacted.
- If a pupil is to be admitted to **hospital for a period longer than 5 working days**, then the SENCo will contact the Hospital School 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 School and/or Home Tuition Service**. 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 and/or personal education plan, if the pupil has either of these
 - extracts from the latest Annual Review (pupils with EHCP only).
- **Home Tuition** will start as soon as is practicable. Pupils educated at home will receive a minimum of 5 hours teaching per week. This is intensive one-to-one teaching and is normally as much as a child recovering from illness, injury or surgery can benefit from. In exceptional cases the amount of tuition may be increased if the Home Tuition Service has the capacity at the time.
- In cases where a child has **recurrent or regular treatment** and is away from school for a number of shorter periods, the SENCo will alert the Home Tuition Service and the Home Tuition Coordinator for The Learning Trust will make every effort to organise special provision for the pupil in question.
- The school, with the parents' 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** 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 **EHCP**. There will be consultation with the parents on this matter.

Catering for pupil's 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.
- Information supplied by parents is transferred to the **Medical Needs Register** which lists the children class by class. A copy of the class Medical Needs Register is kept inside the class attendance register so that it can be referred to easily. Support staff have full copies of the Medical Needs Register as they may be working with children from several different classes.

- 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.
- **Medication** is kept in the medical room 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.
- Children with more complex medical needs may require a **care plan**. This will be drawn up in consultation with parents and outside professionals (school nurse). 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.

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. In some instances the school, after consultation with the parent, may write a letter to the GP suggesting a referral to a multi-disciplinary centre where a full paediatric assessment can be carried out.
- The School Nurse has a termly meeting with the SENCo at which the **Medical Needs Register** is reviewed and health matters discussed.

MEDICINES

- Children should not bring medicines to school.

- *Special arrangements may be made with the consent of the Headteacher for children who have chronic illness i.e. asthma, diabetes, sickle cell or eczema etc.
Inhalers must be clearly labelled and kept in the Medical Room in the Infant building, or the Staff Room in the junior building.*
- *Medicines should never be kept in classrooms.*
- Only in exceptional circumstances can the school administer medications such as Paracetamol, Antibiotics and other medications but it must be agreed with the Head Teacher. Parents/carers must complete the Administration of Medication form. All medications must be prescribed with the child's name clearly visible on the label.

Medicals

- Medical examinations are held if requested by a child's parent or teacher, for new entrants, before a child goes on a school journey, or as a follow up to previous medicals.
- Parents are informed of the date and time of their child's medical and it is important that parents attend. Any medical information relevant to the care of your child should be available in the school in case of emergency.

School Nurse

- There is a nurse assigned to the school who will routinely screen children's sight and hearing.
- She/He is in school on a regular basis. Appointments with the school doctor are made when necessary and parents are informed so they can accompany their child.
- A list of children with illnesses that cause concern or special attention are kept in all class registers, in the school office and school kitchen.

Registration of Medical Needs

1. At any point of admission to St Paul's with St Michael's School the medical need/s of a pupil is registered on their application form. All admin staff must ensure that all relevant paperwork/medical evidence is obtained from the parents/carers and that SIMS is updated accordingly.
2. If any medical condition arises after the point of entry, the member of staff who has been alerted to the medical need **MUST** immediately inform the admin staff. The admin staff will ensure that relevant paperwork/medical evidence is obtained from parents/carers.

3. The SENCo will update and check the medical needs register with ALL staff at the beginning of each term. Once the information has been cross-referenced and checked for accuracy it will be distributed to all members of staff.
4. Data information sheets will be sent to parents/carers once a term to confirm accuracy of all information held.
5. If admin staff cannot obtain the medical documents from parents/carers for any medical condition, the SENCo/Designated Safeguarding Officer must be alerted to follow this up.

Spring 2018

Review: Spring 2021

~Or sooner if Legislation advises.

* Parents are expected to inform the school on the first day that their child is absent. If an absence lasts for a full week or longer, parents must produce a medical certificate.