



# **CHILDREN WITH MEDICAL NEEDS**

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This policy should be read in conjunction with the Jubilee Special Educational Needs and Disability Policy and the Accessibility Plan.

## 1. Introduction

At Jubilee 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.

## 2. 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**.

## 3. Named person

The member of staff responsible for ensuring that pupils with medical needs have proper access to education is **Shaun Acharya, Special Educational Needs Coordinator (SENCO) and Designated Safeguarding Lead (from 19.04.21)**. He 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 his responsibility to pass on information to the relevant members of staff.

## 4. Partnership with parents/carers and pupils

- Parents hold key information and knowledge and have a crucial role to play. Both parents and pupils should 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.
- Parents and pupils will be consulted before any home tuition begins.

## 5. 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 school to provide the pupil with a pack of work to do at home.

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

- 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 school will also contact the Home Tuition Service.
- 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.

## **6. 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, he will contact the Hospital School and/or Home Tuition Service. He 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 School Support Plan (SSP) and/or Personal Education Plan (PEP), if the pupil has either of these
- Home Tuition will start as soon as is practicable. Pupils educated at home should 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. 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.

### **7. 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.
- Where appropriate, 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 an Education Health and Care plan under the Code of Practice (Pupils with Medical Needs). There will be consultation with the parents on this matter.

### **8. 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.
- Information supplied by parents is transferred to the School's SIMs database, from which the school's Medical Needs Register is populated which lists the children class by class. A copy of the Medical Needs Register is kept in the reception. 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 should check that any medication or equipment that needs to accompany pupils is safely packed.
- It is the responsibility of staff members/external providers running activities such as clubs to ensure they are abreast of the medical needs in their group. The school is happy to assist with this when presented with pupil lists or enquires about specific

pupils.

- Medication is kept in the office if it is for a short-term prescription or in the class's medical box if it is for a long-lasting condition (e.g. epilepsy, asthma, eczema) and is taken under supervision. The location of the class's medical box is clearly marked. Medicines are only administered in specific circumstances and parents must provide a signed agreement with the school before sending in medication. It is the responsibility of parents to ensure that medicines are not out of date and that they are appropriately labelled.
- Care plans are drawn up by the School Nurse for pupils with severe allergies and complex medical needs. They are revised annually in consultation with parents and outside professionals and staff are trained by the School Nurse service as appropriate e.g. in the use of epi-pens.
- Pupils who have to carry out regular exercise programmes will be supervised by a member of staff.
- Pupils who need special arrangements for toileting will be assisted by a member of staff where appropriate. Protective gloves and aprons are provided for staff and there are procedures in place for the disposal of soiled nappies. Pupils are encouraged to develop as much independence as possible in connection with toileting.

## **9. 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 may be 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 refer a child to a multi-disciplinary centre such as the Hackney Ark, where a full paediatric assessment can be carried out.

## **10. Allergens**

- We do not make any claim to be a nut-free environment as there are many external factors that are challenging to control.