Supporting Children with Health Needs Who Cannot Attend School
And
Supporting Students With Medical Conditions

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Revisions Log

Date	Pages/Whole Document	Description of Change	Origin of Change (e.g. Routine Update, request for Review)

FOREWORD

Knutsford Academy and Cheshire Studio School aim to support the Local Authority (LA) and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential. Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. ***We recognise that, whenever possible, students should receive their education within their school and the aim of the provision will be to reintegrate students back into the school as soon as they are well enough.*** We understand that we have a continuing role in a student's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education and to make the best possible progress.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a Good Education for Children Who Cannot Attend School because of Health Needs'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'

STAFF INVOLVED

Any student with ongoing health needs will in all likelihood have a number of professionals working with the family. Wherever possible and appropriate the school will provide a single key worker to act as sole point of contact for the family.

The family may also be supported by the following professionals :

- Student Support
- School Nurse
- SENCO
- Family Support Worker
- Social Care Team
- Clinicians
- CAMHS/Mental Health Professional

Please note that this list is indicative but not exhaustive.

DEFINITIONS

Students' medical needs may be broadly summarised as being of two types:

- Short-term: this need will affect the students ability to participation in school. This may be caused by a course of medication or a physical injury (eg. broken leg).

- Long-term: potentially limiting their access to education and requiring extra care and support maybe over months/years.

Students' who are unable to attend the school as a result of their medical needs may include those with :

- Physical health issues.
- Physical injuries.
- Mental health issues.
- Emotional difficulties.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education (for a protracted period of time) for health reasons may attend any of the following:

- **Hospital School**: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home Tuition**: many LAs have home tuition services that act as a communication channel between schools and students on occasions where students are too ill to attend school and are receiving specialist medical treatment.
- **Medical Referral Units** : these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

RESPONSIBILITIES OF THE SCHOOL

Where a student has a complex or long-term health issue, the SCHOOL will discuss the students' needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.

• The school will work with all relevant parties to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
• The school will make all reasonable adjustments to support the student in school.
• Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned. They will be supported by staff from the school.
• During a period of absence, the school will work with the provider of the student's education to establish and maintain regular communication and effective outcomes. relevant information, curriculum materials and resources.

To help ensure a student with additional health needs is able to attend the school following an extended period of absence, the following adaptations should be considered:

- A personalised or part-time timetable, drafted in consultation with the student and family.
- Access to appropriate additional support at the school.

- Access to online learning were appropriate.
- Movement of lessons to more accessible rooms
- Places to rest at the school.
- Special exam arrangements to manage anxiety, fatigue etc.

RESPONSIBILITES OF THE LOCAL AUTHORITY

The LA must arrange suitable education for children of compulsory school age who, due to health reasons, would not receive suitable education without such provision. The school has a duty to support the LA in doing so. The LA should provide such education as soon as it is clear that a pupil will be away from school for 15 days or more.

RESPONSIBILITIES OF THE PARENTS

Parents are expected to:

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend all meetings to discuss how support for their child should be planned.
- To support all plans and action them as appropriate.

RESPONSIBILITIES OF THE STUDENT

For any plan to have an effective outcome it is critical that the student is central to the process. The student is therefore responsible for:

- Fully engaging in any meetings ensuring that their voice is heard
- Ensuring that they action and execute any plan.
- Making appropriate adults aware when they encounter any issues or difficulties.

REINTEGRATION

When a pupil is considered well enough to return to school, a tailored reintegration plan will be developed in collaboration with the student and parents.

- When appropriate the school will work with all parties to develop a reintegration package. It is anticipated the pan will provide consistent provision during and after the period of education outside school.
- If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan to ensure they can prepare to offer any appropriate support to the pupil.
- The school will consider whether any reasonable adjustments need to be made to provide suitable physical access to the school and the curriculum for the student.
- For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.

- The school is aware that some students will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

EXAMINATIONS ARRANGEMENT

Whenever a student's health needs are likely to impact on examinations and assessments (particularly those at the end of Key Stage 4 and Key Stage 5) the school should ensure that planning to support the student is appropriate in providing the best environment to support the best potential outcome. During the planning stage the following could be considered:

- Rest breaks.
- Examination location (including off site).
- Learner support (reader/scribe).
- Extra time.

It must be remembered that to access any of the above planning must be completed a significant time prior to the examination.

STAFF TRAINING

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. Staff must not send a child who becomes ill to the school office or medical room unaccompanied or with another child.

- Pupils competent in managing their own health needs will be allowed to carry their own medicines and devices if that does not pose a risk to other pupils. Younger pupils or those not deemed competent to manage their own health needs should know where their medicines and relevant devices are.

- Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

- The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents can also contribute by providing specific advice.

MANAGING MEDICINES ON THE SCHOOL PREMISES

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 will be given prescription or non-prescription medicines without their parents' written consent a child under 16 should never be given medicines containing aspirin unless prescribed by a doctor

The school will only accept prescribed medicines that have been prescribed by an appropriate practitioner. The medication must be in-date, labelled, and include instructions for administration, dosage and storage. (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pump, rather than in its original container).

All medicines will be stored safely in a locked filing cabinet in Bexton Road Student Reception and on Westfield Drive site they are in a locked safe in the School Office. Children should know where their medicines are at all times and be able to access them immediately. The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. (A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, however passing it on to another child for use is an offence. Monitoring arrangements may be necessary in such cases).

Staff administering a controlled drug and/or over the counter medication (OTC) must do so in accordance with the prescriber's instructions and/or in accordance with the recommended dosage. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects should also be noted.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. Older pupils may carry devices and medicines with them whilst for younger pupils these will be stored appropriately and where the class teacher, class TA and other appropriate staff and child know how to access them.

During school trips, the member of staff in charge of first aid on the trip will carry all medical devices and medicines required.

If a pupil refuses to take medication or carry out a necessary procedure they should not be forced by staff. The procedure agreed in the individual plan should be followed and the parent/carer informed.

Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Medication no longer required or out of date should not be allowed to accumulate.

RECORDING AND REPORTING

All information relating to any case will be recorded in the appropriate manner on CPOMS. Any letters, information received as well as meeting notes will be scan and added to the log.

LINKS WITH OTHER POLICIES

This policy must not be viewed in isolation and should only be viewed alongside the following policies :

- Safeguarding Policy
- SEND Policy
- Accessibility Plan

Appendix 1

Individual Care Plans

The Headteacher has overall responsibility for the development of care plans for students with medical conditions. This has been delegated to Designated Safeguarding Lead who working with the Pastoral Team will lead on the creation of and monitoring of all Individual Care Plans.

The school will work with parents, the student and medical professionals (as appropriate) to create a Care Plan. Care Plans will be created at point of entry to the school or at a time when a change/new medical condition means that a Care Plan is necessary. For a care plan to be created at least one of the following conditions should be met :

- The student had a care plan in their previous school.
- The school has received information regarding a diagnosed medical condition from a GP, Medical Consultant or via the school nurse service.
- The school has reason to believe that a student has a medical condition but has not yet received a full diagnosis by a medical professional.

School developed care plans will be reviewed annually except in cases where parents, carers or health care professionals alert the school to a change in need; in such cases, early reviews will be held so that the care plan reflects the most up to date information.

Plans will be developed with the student's best interests in mind and with their input where appropriate. Where a student has an Education, Health & Care Plan (EHCP) / special educational needs, this would usually be referred to in the Care Plan.

The Care Plan will be completed using the proforma on Provision Maps allowing for the document to be shared immediately with all staff. At the start of the academic year all staff will be made aware of any student who has an Individual Care Plan via email. These care plans will be available to all through provision maps.

Appendix 2

Individual Care Plan Process

Parent/healthcare professional/previous school informs the Academy that the child.

- Has a new diagnosis
- Is due to attend a new school
- Is due to return to school after a long absence
- Has needs which have changed

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The headteacher or other senior member of staff co-ordinates a meeting to discuss the student's needs and identifies member of staff to support that student.

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Hold a meeting with the following people to discuss and agree the need for a care plan:

- Key school staff
- The student
- The parents
- Any relevant healthcare professionals (or their reports in their absence)

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Develop a Care Plan with input from a healthcare professional

- Identify any school staff training needs.
- Circulate to all staff with a particular focus on teaching and pastoral support staff.
- Share with parents and if appropriate student

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The Care Plan will be reviewed annually or when the student's condition changes. Parents or Healthcare professionals will initiate this process