

Education of Pupils with Medical Needs Policy



Committee Name:	Curriculum
Date of Approval:	2018
Validity Date:	2018-2021
Person responsible:	Head Teacher Deputy Head Teacher

Mission Statement:

“As a Catholic school we endeavour to create a living and caring Christian community, where we aspire to ignite within everyone the light of Christ”.

Schools have a vital part to play in ensuring that pupils who are absent from school because of their medical needs, have the educational support they need to maintain their education.

This policy is written in response to the guidance contained in the document “Supporting pupils at school with medical conditions” DfE (December 2015).

The school will continue to be responsible for all pupils unable to attend school for medical reasons. Students should be able to access education without stigma or exclusion.

Pupils covered by this policy may

- be recovering from an illness or injury keeping the pupil away from school during recovery.
- have a long term or recurring illness.
- have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days where medical opinion states they are still unable to access mainstream school.

Broad Aim:

Our aim is to ensure that all pupils in our school continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies. The nature of the provision will be responsive to the demands of medical conditions that can sometimes be changeable.

Responsibilities:

The school has designated contacts responsible for the education of pupils with medical needs whose role it is to facilitate communication with all parties and ensure that the school is meeting the needs of all pupils in the school with a medical condition. The Deputy Head, together with the school’s Wellbeing Assistant, take on this responsibility.

Areas of general responsibility include:

- ensuring that SIMS is up to date with the details of pupils with medical conditions in the school and that this information, where appropriate, is included in the school’s medical handbook.
- ensuring that contact is maintained with pupils (and their families) who are away from school due to illness for a period of more than 15 working days, setting of work if the pupil is well enough, forwarding of newsletters etc, welcoming pupils back to school, ensuring that all staff are aware of the up to date medical situation of the pupil and

ensuring that any adjustments to accommodation and curriculum are made, together with ongoing monitoring of the pupil's situation and needs whilst in school.

- keeping the Head Teacher and Education Welfare Officer informed of all attendance issues regarding pupils where there may be medical needs, either physical or mental.
- maintaining contact with the school nurse.
- ensuring that close contact is maintained with the pupil (and their family) and that arrangements are in place for the setting and marking of work. This is particularly important for pupils for whom a support programme is being arranged.

Individual healthcare plans

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions; however, not all pupils will require a plan just for them. The school's medical handbook includes details of pupils with particular needs and flowcharts of how to deal with needs such as asthma, seizures, sickle cell. Where an individual health care plan is needed, this will be provided by the hospital or created by the school (appendix 1), in conjunction with the school nurse. Parents are responsible for ensuring that asthma pumps, epipens and other medication linked to these individual healthcare plans are in date.

Training

Whole school training in dealing with medical needs will be arranged annually. The school's medical handbook will be shared termly as a minimum, but more regularly if changes have to be made.

Referral to the Medical Needs Team (Local Authority):

Children who will be absent from school for 15 working days will trigger intervention.

Educational provision will be made in collaboration with the service providing alternative education. The school will hold, chair and document a planning meeting.

The designated school contact for pupils with medical needs will be responsible for:

- ensuring that medical needs referral forms are completed and passed to the relevant agencies as quickly as possible.
- drawing up a Personal Education Plan (PEP).
- arranging for a member of the school staff to attend an initial meeting with parents and members of other relevant agencies to plan a way forward.
- ensuring that regular half termly review meetings are in place during the course of the absence.
- ensuring the prompt provision of information about a pupil's capabilities, programmes of work, and resources. Work provided by school will be relevant, appropriate and of comparable level to work being done in school by pupils in the same group.
- passing on details of the pupil's special educational needs and a copy of the current target sheet.
- encouraging and facilitating liaison with peers.
- ensuring that all pupils covered by this policy have access to public examinations. The school will also be responsible for requesting special arrangements where necessary.

Parents/Carers and Pupil:

The school will work with parents/carers and the individual pupil to ensure that the child gets the best education possible within the constraints of the illness. Parents will be full collaborative partners and will have access to information, advice and support during their

child's illness, through regular contact with the class teacher. Opportunities to allow the individual child to be involved in making decisions and choices will also need to be addressed.

Re-integration:

The school will have a key role to play in successful re-integration and will be proactive in working with all agencies to support a smooth transition and in ensuring that peers are involved in supporting pupil's re-integration.

Day trips, residential visits and sporting activities:

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Teachers will consult with parents to ensure that pupils can participate safely.

Appendix 1

Supporting pupils with medical conditions

Child's name		
Date of birth		
Year Group / Class		
Name of school	St Fidelis Catholic Primary School	
Child's address		
Medical diagnosis or condition	•	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	•	
Written on		
Review date		
Parent / Carer Contact 1		
Relationship to child		
Phone 1		
Phone 2		
Email		
Parent / Carer Contact 2		
Relationship to child		
Phone 1		
Phone 2		
Email		
Hospital Contact		
Phone no.		

Email

GP Contact

Phone no.

Who is responsible for
providing support in school

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

•	
•	
•	
•	
•	

Additional daily care requirements (if needed)

•
•
•
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•
•
•
•
•

Specific support for the pupil's educational, social and emotional needs

•

Arrangements for school visits/trips etc

•

Other information

•

Describe what constitutes an emergency, and the action to take if this occurs

•

Who is responsible in an emergency

•

Plan developed with

•

Staff training needed/undertaken – who, what, when

•

Form copied to

•

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the school immediately if there is any change my child’s medical needs.

Parent / Carer Signature

Name

Date

School Staff Signature

Name

Date

Parental agreement for setting to administer medicine

Child’s name

Date of birth

Year Group / Class

Name of school

St Fidelis Catholic Primary School

Medical diagnosis or condition

-

Written on

Review date

Medicine 1

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

Medicine 2

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

Medicine 3

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

Medicine 4

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

The information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent / Carer Signature

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Name

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Date

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School Staff Signature

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Name

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Date

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