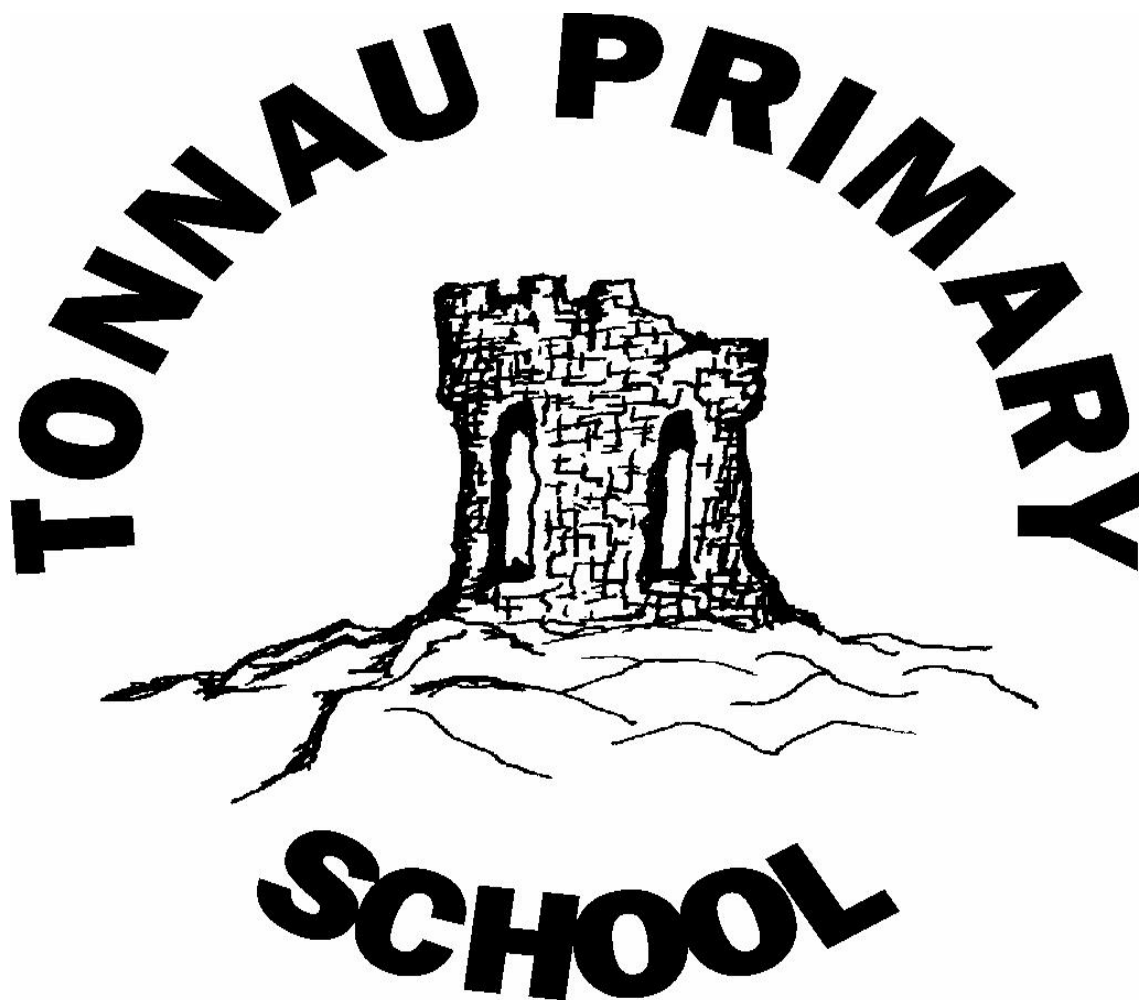


Tonnau Primary Community  
School



Children with Medical Needs Policy

## **Introduction**

This policy is written in response to the guidance contained in the Welsh Assembly Government circular 'Access to Education and Support for Children and Young People with Medical Needs'.

The school will continue to be responsible for all children and young people unable to attend school for medical reasons and they should be able to access education without stigma or exclusion.

Children and young people covered by this policy may;

- be recovering from an illness or injury keeping them 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.

## **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 a designated contact 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 those identified. The Headteacher takes overall responsibility for giving or supervising of pupils taking prescribed medication. Written agreement will be obtained prior to any medication being given and the Headteacher will have to give written consent for this to take place.

The school will;

- maintain a register of pupils with medical conditions in the school and this will be reviewed at the start of each term and updated as and when pupil's details need to added or removed.
- maintain a register of pupils that require medication administered in school time and this will be reviewed at the start of each term and updated as and when pupil's details need to added or removed.
- ensure that contact is maintained with pupils and their families who are away from school due to illness for a period of less than 15 working days, setting of work if they are well enough, forwarding of newsletters etc., welcoming them back to school, ensuring that all staff are aware of their up to date medical situation and ensuring that any adjustments to accommodation, curriculum are made, together with ongoing monitoring of their situation and needs whilst in school;
- keeping the EWO informed of all attendance issues regarding pupils where there may be medical needs, either physical or mental;
- ensure that the school register is marked appropriately;
- maintain contact with the school nurse;
- notify the Medical Needs Team if a pupil is (or is likely to be) away from school due to medical needs for more than 15 working days. This includes those with a recurring illness;
- ensure that close contact is maintained with them and their family and that arrangements are in place for the setting and marking of work. This is particularly important for those for whom a support programme is being arranged;
- maintain and follow WAG guidance on assisting pupils with long term or complex medical needs.

### **Referral to the Medical Needs Team**

Children who will be absent from school for 15 working days, 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 (request for Involvement and Request for Medical Information forms) are completed and passed to the relevant agencies as quickly as possible;
- drawing up an Individual Education Plan (IEP) and ensuring that the pupil is on School Action Plus of the SEN Code of Practice;
- arranging for a member of the school staff to attend an initial meeting with the Medical Needs team to plan a way forward;
- ensuring that regular half termly review meetings are in place;
- ensuring the prompt provision (as agreed with the Medical Needs Team) of information about pupils' 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 peers in the same set/group;
- passing on details of the pupil's special educational needs and a copy of the current IEP;
- ensuring that pupils who are unable to attend school because of medical needs are kept informed about parents evening and are able to participate, for example, in homework clubs, study support and other activities;
- encouraging and facilitating liaison with peers - for example, through visits, emails, letter and telephone calls;
- ensuring that all pupil's covered by this policy have access to statutory assessment, including guidance on the completion of appropriate coursework. The school will also be responsible for requesting special arrangements where necessary.

### **Parents/Carers and Children**

The school will liaise with the parents of pupils that are absent from school due to illness. This contact will be initiated by the school in order to be kept up to date with the pupil's progress and where appropriate a programme of work will be agreed by the school and the parents taking into account the nature of the pupil's illness. Where a pupil at the school is ill for a sustained period (more than 15 days), arrangements will be made to maintain contact with the school and visits will be take place to ensure that the pupil feels included in the life of the school and can continue to maintain links with the school community. Correspondence concerning school events, information

etc will continue to be forwarded to the pupil's home during the period of absence. Parents will be encouraged to keep the school fully informed of their child's medical progress and to discuss specific needs regarding curriculum support. Where appropriate the school will be proactive in arranging for home tutoring in consultation with the parents, medical professionals and the local authority. Wherever possible the views of the pupil will be sought over decisions regarding the school and the pupil's education. Where pupil's need to carry their own medication this will be with the consent of the school and the parents. The Head teacher will have to give written consent for the administration of any medication either by school staff or by the pupil themselves supervised by school staff.

### **Reintegration**

The school will have a key role to play in successful reintegration and will be proactive in working with all agencies to support a smooth transition and in ensuring that peers are involved in supporting the pupil's reintegration. The plan will always have multi-agency approval.

### **Involvement of Governors**

A Link Governor for pupils with medical needs will be appointed annually. The policy for pupils with medical needs will be ratified by the full governing body and reviewed annually. The Link Governor will liaise with the Head teacher and staff to monitor the implementation of this policy.

### **Emergency Arrangements**

In the event of a medical emergency that requires an ambulance to be called, a guidance poster is displayed above the phone in the school office and the Head teacher's office. This gives clear instructions regarding the type of information that the emergency services will require. If a medical emergency arises and it is necessary to call an ambulance the Head teacher must be informed immediately, or in the Head's absence the Deputy Head teacher. Where an ambulance is required for a pupil the parents/carers must be contacted immediately and this should be undertaken by a senior member of staff or by the school secretary. In the event of a medical emergency occurring whilst pupils are engaged in an off site activity the member of staff present will notify the school as soon as it is safe and appropriate to do so in order that additional support /guidance/ arrangements can be put in place.

**Summary**

The school's policy for the education of pupils with medical needs will form part of the Inclusion or SEN policy and will be included in the prospectus.

This policy will be reviewed annually.

Written by: Nicola Richards  
January 2017

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