



## Simon Marks Jewish Primary SCHOOL

### Policy for the Education of Children with Medical Needs

(This policy should be read in conjunction with the school Policy for Inclusion, Special Educational Needs, the Equal Opportunities Policy and the Accessibility Plan)

Created by Lindsay Eleftheraki on 19 September 2014 to be reviewed July 2015

The staff at Simon Marks are committed to providing pupils with a high quality education whatever their medical need, disability 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. We promote inclusion and will make all reasonable adjustments to ensure that children and young people with a disability, medical need or SEN are not discriminated against or treated less favourably than other pupils.

#### Definition of Medical Needs

A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

For the purpose of this policy, pupils with medical needs may be:

- pupils with **chronic or short term medical conditions or a disability** involving specific access needs, treatments, support 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 Lindsay Eleftheraki, **the 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. This person will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enhance pupils' inclusion in the life of the school and enable optimum opportunities for educational progress and achievement.

### **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.
- Parents and pupils will be **consulted** before referral to the Home Tuition Service

### **Absence as a result of a medical condition**

- All 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.
- 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.
- 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.

### **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**. S/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 Individual Education Plan (IEP) and/or personal education plan, if the pupil has either of these
  - extracts from the latest Annual Review (pupils with statements/EHC plans 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. 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/carers 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/carers, 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/carers 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 **statutory assessment** under the Code of Practice (Pupils with Medical Needs). There will be consultation with the parents/carers on this matter.

### **Catering for pupil's medical and health 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. However, they may need to attend frequent medical appointments.
- Parents/carers of new pupils are required to complete a form which gives the school **information about individual medical needs**. It is the duty of parents/carers 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 summary of the class Medical Needs Register is kept in the class 'pink folder' in a medical section so that it can be referred to easily. Details to other staff are given on a 'need to know' basis. Confidentiality is assured by all members of staff.
- 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 how to meet individual needs, what precautions to take and how to react in an emergency.
- The school has a number of **First Aiders** who regularly attend refresher courses.
- All staff are trained to deal with First Aid incidents with protective gloves using universal procedures. There is no obligation for a pupil, parent or carer to disclose their HIV or hepatitis status to teachers, TAs or other staff

unless they feel this would be of help to the pupil. Any information shared will be treated in confidence. All staff will receive awareness training about these conditions.

- Before taking **children off the school premises**, the member of staff in charge will ensure the guideline checklist is followed and that any medication or equipment needing to accompany pupils is safely packed. The school policy on educational visits will be followed along with the Learning Trust guidelines on 'Educational Visits and Pupils with SEN and Medical Needs'.
- **Medication** is kept in a locked cabinet in the office and is taken under supervision. Medicines are only administered in specific circumstances and parents/carers must reach an agreement with the school before sending in medication. It is the responsibility of parents/carers to ensure that medicines are not out of date. The school uses the agreement forms and advice recommended by the DfES and Dept of Health 'Managing Medicines in Schools and Early Years Settings'.
- Children with more complex medical needs may require a **care plan**. This will be drawn up in consultation with the pupil, parents/carers and outside professionals, usually the 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 are encouraged to develop as much independence as possible in connection with personal care. The school has plans to make 'reasonable adjustments' to the school building but in the meantime there are no special facilities for personal care in the school. Where necessary, in the nursery, trained staff ensure that personal care is provided in line with guidance.

## A Whole School Approach

- The school will promote positive **emotional health** and well-being in the school community and help pupils understand and express their feelings to build their confidence, emotional resilience and capacity to learn.
- **Lifestyle health** will be promoted through the curriculum. We will promote healthy eating and physical activity for pupils, parents, carers and staff. We will do this by monitoring pupils' menus and food choices and participation in physical activity. Support will be offered to vulnerable pupils who may be over- or under-weight. We will meet the need for a balanced diet in line with the DfES/DoH school food standards and provide the necessary support for individual needs. This may be ensuring:
  - a suitable eating environment eg appropriate table height, chair, cutlery, quiet surroundings
- The **PHSE and science curriculum** will also address issues including sex and relationship education. Staff will receive awareness training on substance misuse and will be alert to symptoms and unusual behaviours.

- The school will promote **back care** for pupils and staff and support those with back pain by considering seating, work stations, lifting and carrying, locker provision, physical activity and awareness training.

### **Identification of medical needs**

- Most medical needs will be **identified by the parents/carers** in consultation with a medical professional outside school.
- Any **medical concerns the school has** about a pupil will be raised with the parents/carers and discussed with the school nurse. Most parents/carers will wish to deal with medical matters themselves through their GP. In some instances the school, after consultation with the parent/carer, may write a letter to the GP suggesting a referral to a multi-disciplinary centre such as the 'Hackney ARK: Centre for children with a disability', where a full paediatric assessment can be carried out.
- **Information about medical needs or SEN** is requested on admission to the school. Parents and carers are asked to keep the school informed of any changes to their child's condition. Wherever possible meetings with the parents and other professionals are held before the pupil attends school to ensure a smooth transition into the class.
- When pupils enter the school, parents/carers are offered the opportunity of attending a personal **interview with the school nurse**. At this meeting parents can seek advice on the health of their child.
- The School Nurse has a regular meetings with the SENCO at which the **Medical Needs Register is reviewed** and health matters discussed.
- The school will work closely with other professionals to ensure good communication and liaison

### **Further information is available from:**

The SENCO, Lindsay Eleftheraki 0208 806 6048

The Specialist Teacher for pupils with medical needs, The Learning Trust: 020 8820 7326

The Learning Trust website, <http://www.learningtrust.co.uk/specialneeds>

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/medical>

<http://www.wiredforhealth.gov.uk>

***NB This is based on a model policy initially produced by Lauriston School and modified after discussion with the Medical Needs Network we acknowledge their development of this policy.***