



Title of Policy: Supporting Pupils with Medical Needs

Subtext (if applicable):

Member of leadership team with lead responsibility for oversight and update of policy	BOU
Approved at SLT	February 2016
Approved at Governing Body	February 2016
Policy review cycle	Bi-annually
Policy review date	February 2018

The Board of Directors of CAT have formally agreed to adopt WCC/WES policies in Warwickshire schools. LGBs are asked to acknowledge this when reviewing and consenting to these policies. Policies can be interpreted fairly notwithstanding minor wording anomalies which might occur. LGBs are Guardians of Standards in schools, operating within the framework of the CAT Scheme of Delegation, for which guidance has been issued, so LGBs are responsible for agreeing a range of other school policies provided to them by school management.

The **Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England)** document contains both statutory guidance and non-statutory advice.

The statutory guidance applies to any 'appropriate authority' as defined in section 100 of the Children and Families Act 2014. That means governing bodies in the case of maintained schools, proprietors in the case of academies and management committees in the case of pupil referral units (PRUs).

'Appropriate authorities' must have regard to this guidance when carrying out their statutory duty to make arrangements to support pupils at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal educational activities. In the document, references to schools are taken to include academies and PRUs and references to governing bodies include proprietors in academies and management committees of PRUs.

The document outlines three basic principles which are fully endorsed by The Polesworth School:

- all students are entitled to a relevant and worthwhile education designed to enable individual students to participate in and contribute to their community and society;
- students who have medical needs should be supported whenever necessary to gain access to the whole school curriculum;
- students should benefit from support programmes designed to aid their own independent learning in preparation for life outside the school environment.

Responsibility for the coordination of medical provision

SENCO/Director of Learning: Mrs Hazel Budge (Operational Leadership Team)

Head of Inclusion: Mr Gareth Hobson

The Head of Inclusion shares the leadership of SEND within the school and ensures that all students with medical issues have access to a suitable curriculum which enables them to make at least expected levels of progress.

Where a child's medical needs are included within a statement or EHCP, these will be met through the SEND policy. The Head of Inclusion attends all annual reviews for allocated statemented students and shares responsibility for the everyday implementation of our SEND policy.

INCLUSION MANAGERS (IMs)

IM: Mrs Caroline Smith
IM: Mrs Kate Wilkinson
IM: Mrs Penny Wilson

The IM's have responsibility for the day to day operation of the medical policy, supported by the Head of Inclusion and, where appropriate, a team of Teaching Assistants.

Implementation of the Medical Needs Policy

The Head of Inclusion will ensure relevant staff have the necessary qualifications, skills and expertise to take responsibility for the implementation and day to day management of students' medical needs.

The IMs will:

- in liaison with the pupil, parents and health care professionals, create and monitor a **Health Care Plan** for the student when deemed necessary;
- undertake risk assessments for school visits, holidays, and other school activities outside the normal timetable;
- liaise with all subject areas and key stage coordinators to ensure the needs of students with medical needs are met throughout the curriculum;
- in conjunction with the school's professional development programme, deliver in-service training to meet the needs of the school and individual staff;
- oversee the running of and deliver the provision of support for students with medical needs;
- keep detailed records of individual students with medical needs and ensure their progress is regularly monitored and reviewed;
- liaise with teachers, parents and external agencies where appropriate;
- organise meetings with medical professionals in respect of medical needs issues;
- convene and participate in formal meetings with external agencies regarding individual students;
- liaise with Student Support where necessary (and one TA, 40% of whose time is allocated to liaison and student support work);
- ensure Classroom teachers are aware of the medical needs of students to ensure both they and the student are fully supported.

Provision

The arrangements above will, barring exceptional circumstances, be in place prior to the child's transfer to The Polesworth School. Where deemed necessary, a **Health Care Plan** will be in place within two weeks.

The **Health Care Plan** will provide clarity about what needs to be done, when and by whom in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed or where medical conditions are long-term and complex.

However, not all children will require a **Health Care Plan**. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher is best placed to take a final view.

Monitoring of Provision

The IMs will meet with each child with medical needs at least once per term to ensure his / her requirements are being met and to amend **Health Care Plans** (where needed).

The effectiveness of provision will be determined via:

- student feedback;
- parental feedback;
- feedback from staff.

Admission Arrangements

The Polesworth School's Admissions Policy is fully compliant with the admission policy of the Local Authority.

Following statutory guidance: Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place at The Polesworth School because arrangements for their medical condition have not been made. However, in line with safeguarding duties, the governing body will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We may, therefore, not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Access

The Polesworth School has been and will continue to be adapted to enable access for students with physical disabilities.

Identification and review of pupil needs

Information is gathered in order to assess and make appropriate provision to meet individual student's medical needs. Information may be gathered from the following:

- primary school liaison;
- Open Evening;
- parental concern;

- data;
- subject teachers and form tutors;
- external agencies (eg NHS professionals);
- observation within the classroom.

Additionally, medical practitioners have a duty of care to inform the school (and or the school nurse) when they identify a child with a medical condition that will require support at school.

The IMs will maintain lists of students with medical needs. The information is kept on file and used to identify which agents are required to meet each student's needs. These needs will also be shared with school staff (teaching, non-teaching and supply) as necessary, within a framework of confidentiality and sensitivity in liaison with both the student and parents.

Curriculum Access and Inclusion

All students at Polesworth receive a broad and balanced curriculum across all key stages. Students study subjects either in mixed ability classes or ability groups according to school policy for each department.

Intervention and support is agreed through liaison with parents, students, Directors of Learning, Heads of Department and teaching staff. To support students identified with medical needs, The Polesworth School will make necessary and reasonable adjustments to the curriculum and its delivery to ensure those students are not disadvantaged.

In Service training

Whole or individual staff training will delivered where a need is identified e.g. specialist care for a specific trait or condition. This training may be delivered by suitably qualified or experienced professionals including the school nurse service.

Within the Inclusion Department, training needs are identified through meetings and CPD and are met appropriately with training delivered by outside agencies or from within the department using our own bank of expertise.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans.

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

Partnership with Parents

Parents are encouraged to play an important part in their child's education and are kept fully informed about provision and support. They will be contacted directly by the IMs should there be any cause for concern regarding their child's progress, behaviour or educational provision within school. The processes for contact with parents of students with medical needs will be:

- the HOD or IM to discuss with parents their child's medical needs;
- parental participation in reviews of their child;
- the HOD or IM to initiate additional meetings where deemed necessary;
- the HOD or IM to meet with parents where a request for a formal assessment is made (eg the child's condition is deteriorating and it is felt a request for an EHCP is desirable).

Queries and Complaints

The Polesworth School endeavours to develop good working relationships with parents. They are welcome to discuss and query decisions made by the School through the channels as laid down in our Complaints Procedure. If parents of students with medical needs are not satisfied with the response of the school they may wish to seek further advice from the Local Authority through the Warwickshire Parent Partnership Service.

Working with External Agencies

The Polesworth School works closely with other agencies to identify and provide for those students identified as having medical needs. All services involved with the school are regarded as working partners whose aim is to provide high quality support which focuses on the needs of the individual student.

Links with other schools

The Polesworth School's Inclusion Department maintains strong working relationships with its feeder primary schools. The HOD and IMs regularly attend meetings for students who will transfer; these meetings are also used to plan future provision with the students and parents.

The Governor with responsibility for Students With Medical Needs should ensure effective implementation of this policy as they:

- become informed about relevant documents ,in particular this policy and Government directives affecting pupils with medical needs (DfE December 2015);
- know the numbers of students identified as receiving support;
- make recommendations where necessary at governing body meetings;
- provide reports to the whole governing body based on observations and evidence gained from regular evaluative visits to the Inclusion department.

