



Richard Taylor CE Primary School policy for meeting the needs of pupils with identified medical conditions.

Richard Taylor School has the responsibility to ensure that pupils who are absent from school with medical needs diagnosed by a medical officer, have the educational support they need to maintain their education. Good communication and co-operation between the school, home, medical professionals and the Local Authority are essential if good quality education is to be provided. The school's policy reflects the DfE's statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs' (January 2013 updated May 2013), 'Supporting pupils at school with medical conditions' (September 2014), the report from Ofsted published in November 2013 'Pupils missing out on education' and the North Yorkshire Policy Statement.

The key aims of the policy are:

- To identify pupils' medical needs early and to ensure that prompt action is taken.
- To provide continuity of high quality education, so far as the medical condition or illness allows.
- To reduce the risk of lowering self-confidence and educational achievement
- To establish effective liaison and collaboration with all concerned in ensuring that pupils with medical needs have access to education.
- To ensure successful reintegration into school for pupils with long term or recurring illness or medical conditions.

The Headteacher will:

- Ensure that there is effective communication with other parties.
- Attend, or ensure attendance at planning meetings and reviews.
- Maintain, or ensure that communication is maintained generally between the pupil and the school, especially with regard to activities and social events that may enable the pupil to keep in touch with peers.
- Be responsible for monitoring and developing Individual Healthcare Plans
- Liaise with the SENCo as to whether to proceed with an Education and Health Care Plan
- Monitor attendance of all pupils with medical conditions and for absences of 15 working days or less, that are not part of a pattern of a recurring illness, liaise with the pupil's parents to provide homework as soon as the pupil is able to cope with it and ensure continuity of learning.
- Liaise with the Prevent Service regarding all pupils expected to be absent from school for 15 working days or more (including time in hospital) and make a referral as soon as possible to the local behaviour and attendance Collaborative (secondary) or teacher in charge of the local EMS (SEBN) (primary) for support in making educational provision for the pupil.
- Co-ordinate with the PRS/EMS (SEBN) the education provision from the first day of absence for pupils who have disrupted patterns of attendance due to recurring illness or chronic conditions.
- Ensure that where a referral is made, access to the planning and assessments in all national curriculum subjects which the pupil is studying is made available to PRS/EMS (SEBN) staff within 5 working days and work programmes on a termly basis where appropriate.

- Liaise with the designated home/medical teacher regarding the action plan as agreed at planning and review meeting.
- Make available to the PRS/EMS (SEBN) staff Individual Education Plans, Personal Education Plans, Individual Health Care Plans and Risk Assessments where appropriate.
- Supply PRS/EMS (SEBN) hospital teachers with background information on the child or young person and liaise to ensure that work set at an appropriate level for long and recurring admissions to hospital.
- Organise part-time attendance at school in combination with alternative provision if appropriate
- Monitor provision, progress and reintegration arrangements.
- Ensure that pupils who are not able to attend school because of medical needs have access to public examinations.
- Ensure that the views of pupils and parents/carers are taken into account
- Ensure that arrangements are in place to comply with procedures set out in the SEN Code of Practice (2014) where applicable.
- Promote equality of opportunity for pupils with medical needs having due regard for their duties under the Equality Act 2010.
- Keep the child on the school roll
- Review this policy annually

Procedure to be followed when notification is received that a pupil has a medical condition See Annex in DfE Statutory Guidance 'Supporting pupils at school with medical conditions' (September 2014) attached to this policy.

Staff Training

All staff will receive the appropriate awareness training of how to manage the needs of pupils with identified medical conditions. Staff who work closely with identified pupils will be aware of the specific care needs as identified in the child's health care plan.

The child's role in managing their own needs

Aspects of appropriate self-care will be included in the pupil's health care plan.

Managing Medicines on School Premises and Record Keeping of Medicines administered

The management of medicines is fully outlined in the 'Medicines in School' Policy.

Risk assessments for School Visits, holidays and other school activities outside of the normal timetable

An individual risk assessment will be produced for all pupils accessing school visits who have identified medical needs.

Emergency procedures

These will be outlined in the health care plan for identified pupils.

Unacceptable Practice

It would be deemed unacceptable for staff to seek to manage identified needs without reference to health care plans or specific information which outlines the procedures to be followed.

Liability and Indemnity Procedures and Complaints

The school's complaints procedure is outlined on the school website.

The school is fully insured as part of the Yorkshire Causeway Multi Academy Trust.

Monitoring and reviewing arrangements by Headteacher and Governing Body/Management Committee

This policy will be reviewed annually by the LGB Premises Health and Safety Committee

Roles and Responsibilities of all involved in school

- **Governing Bodies**
Will review the policy annually and question the headteacher to ensure that the correct procedures are being followed.
- **Headteacher**
Will ensure that the policy is updated annually and will report to the LGB to ensure that policy is being followed in school.
- **School Staff**
Will ensure that they attend all relevant training and review meetings and follow the procedures outlined in care plans for identified pupils.
- **School Nurse**
Will provide appropriate advice and support when requested and attend review meetings when invited.
- **Other Health Care Professionals**
Will provide appropriate advice and support when requested and attend review meetings when invited. They will review health care plans when requested.

- **Pupils**
Will be aware of the people who they need to speak to if they are feeling unwell.
- **Parents**
Will share all information relating to their child's illness and will attend review meetings.

Feb 2017
Review Feb 2018

Appendix 3

REFERRAL PROCESS



