

# Supporting Pupils with Medical Conditions Policy

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Springhead School welcomes and supports Children and Young People (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equality Act 2010.

## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions;
- Pupils with medical conditions are properly supported so that they can:
  - play a full and active role in school
  - remain healthy
  - achieve their academic potential
  - access the same opportunities as other pupils including school trips and sporting activities
- Parents and pupils have confidence in the school's ability to provide effective support for medical conditions in school

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained;
- Making staff aware of pupils' conditions, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- Providing supply teachers with appropriate information about the policy and relevant pupils;
- Developing and monitoring Individual Health Care Plans (IHCPs).
- Working collaboratively with NYCC and Health Services

**The SENIOR LEADER with responsibility for implementing this policy is the Headteacher.**

## 2. Senior Leader legal and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [Supporting Pupils with Medical Conditions at School](#).

It has been written alongside NYCC's Policy & Procedures for supporting children at school with medical conditions and children who cannot attend because of health needs.

This policy also complies with our funding agreement and articles of association.

## 3. Planning ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for

our school in the future and we do this by:

- having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions

- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for CYP which are clean, safe and pleasant to use
- having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any CYP with a medical condition that requires this
- appointing a member of staff to be our SENIOR LEADER for medical needs
- following NYCC's Policy & Procedures for supporting children at school with medical conditions and children who cannot attend school because of health needs

#### **4. Roles and responsibilities**

##### **4.1 The Governing Body**

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

##### **4.2 The Headteacher**

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a SENIOR LEADER:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including CYP, school staff, pastoral support/welfare officers, teaching assistants, Health Services, NYCC, parents and governors
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans
- Ensure CYP confidentiality

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Health Care Plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development & monitoring of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the Growing Healthy 0-19 Service for advice, consultation and support for children and families with Emotional Health & Resilience needs.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place
- Check medication held in school ( at least termly, but each time medication is due to be used) for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together with health professionals to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

### **4.3 School Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All staff have a responsibility to :

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand and implement the medical policy
- Know which CYP in their care have a medical condition
- Allow all CYP to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure CYP who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- Be aware of CYP with medical conditions who may be experiencing bullying or need extra social support
- Ensure all CYP with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure CYP have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### **4.4 Teaching staff**

Teachers at this school have a responsibility to:

- Ensure CYP who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a CYP's learning and provide extra help when needed
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a CYP is falling behind with their work because of their condition

#### **4.5 First aiders**

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school
- When necessary ensure that an ambulance or other professional medical help is Called
- Check the contents of first aid kits and replenish as necessary

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed when legally required. All staff also undergo First Aid awareness training.

#### **4.6 Special Educational Needs Co-ordinator (SENCo)**

has a responsibility to:

- Help update the school's medical condition policy
- Know which CYP have a medical condition and which have special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a CYP needs special consideration or access arrangements in exams or coursework
- Where a child has SEN but does not have an EHCP, ensure their SEN is mentioned in their IHCP.
- Where the child has a SEN identified in an EHCP, ensure the IHCP is linked to or a part of that EHCP.

#### **4.7 Parents**

Parents will:

- Tell school if their child has / develops a medical condition
- Immediately inform (the school office) in writing if there are any changes to their child's condition or medication.
- Ensure that they / their emergency representative is contactable at all times.
- Administer medication out of school hours wherever possible
- Undertake health care procedures out of school hours wherever possible
- Ensure they supply school with correctly labelled in date medication.
- Complete the necessary paperwork e.g. request for administration of medication
- Collect any out of date or unused medicine from school for disposal
- Keep their child at home if they are infectious to other people
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

- Be involved in the development and review of their child's IHCP and may be involved in its drafting;
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

#### **4.8 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

Pupils will:

- Treat other CYP with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they or another CYP is not feeling well. We remind all CYP of this on an annual basis in (assembly)
- Treat all medication with respect
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

#### **5. Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

#### **6. Being Notified that a Child has a Medical Condition**

Notification of a CYP's medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc.

Whatever the route the Headteacher / Senior Leader must be informed as soon as possible.

They must then:

- Seek further information about the condition

- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a CYPs care they can manage themselves
- Identify which staff will be involved in supporting the CYP
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the CYPs medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **7. Individual Health Care Plans**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP. NB Please note that the IHCP would normally cover everything that would be covered in a Risk Assessment so it is unlikely that a separate risk assessment would be required.

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be kept according to NYCC guidance & the requirements of the UK GDPR.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;
- By whom.

Not all pupils with a medical condition will require an IHCP. It will be agreed with a Health care professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or Paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the IHCP.



The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body / Headteacher/SENIOR LEADER with responsibility for developing IHCPs, will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

We send completed and signed Individual Health Care Plans electronically to: [insurance@northyorks.gov.uk](mailto:insurance@northyorks.gov.uk) this includes Individual Health Care plans detailed using the NYCC template or any other format.

## **8. Managing medicines**

### **8.1 Administration of medication at school**

Wherever possible we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYPs health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber and are in-date, labelled and provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- Non prescribed medication can only be administered in a school/setting where it is absolutely essential to the child's health and where it cannot be taken out of the schools/settings hours.
- When non prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept
- The school/setting should ensure they treat the non prescribed medication the same as if it were prescribed i.e. Checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be provided by the parents. The School will not routinely hold their own stocks of medication
- We will not give **Aspirin** to any CYP under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Medication not carried by CYP is stored in locked medical cabinets on either site
- Controlled drugs are stored in locked medical cabinets on either site
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

## 8.2 Administration of medication - general

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

## 8.3 CYP who can manage their own needs

We encourage all CYP to manage as much of their own needs as is appropriate. The Headteacher / Senior Leader will determine after discussion with parents whether a CYP is competent to manage their own medicine and procedures. Where a CYP has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible. We aim for our CYP to feel confident in the support they receive from us to help them do this.

### **8.9 Safe storage – general**

- The Headteacher ensures the correct storage of medication at school
- The Headteacher / Senior Leader ensures the expiry dates for all medication stored at school are checked (at least termly and when medication is due to be used) and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the Medical room at Sixth Form and the Photo copying room at Main site. This area is inaccessible to unsupervised CYP.
- Pupils will be informed about where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **8.10 Safe disposal**

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication record.

### **9.0 School Trips**

Staff organising our school trips ensure:

- they plan well in advance.
- they seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- that any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

### **10.0 Unacceptable practice**

School staff use their discretion about individual cases and refer to a CYP's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent CYP from accessing their inhalers or other medication
- Assume every CYP with the same condition requires the same treatment
- Ignore the views of the CYP and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send CYP with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the CYP's Individual Healthcare Plan

- Send an ill CYP to the school office or medical room without a suitable person to accompany them
- Penalise CYP for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent CYP from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the CYP.

## **11. Emergency procedures**

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher / Senior Leader ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office or on risk assessments if out of school. This procedure is revisited at least annually at whole school staff meetings.

If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the CYP until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a CYP to hospital in their own car unless it is an absolute necessity.

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

## **12.0 Training**

Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual Health Care plans. The Head teacher / Senior Leader is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher / Senior Leader who will make appropriate arrangements.

The Headteacher / Senior Leader keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff who complete records are shown by the Headteacher / Senior Leader how these are to be completed and managed. The Headteacher / Senior Leader quality assures this on regular basis.

Arrangements for induction of new staff are found in our Induction procedures.

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 is sufficient and the Headteacher / Senior Leader will determine this.

### 12.1 Whole school staff awareness training

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- allergic reaction
- administration of Medication

This training is delivered by School Nurses and at least once a year.

This is supported by having information about these conditions located in prominent positions.

### 13. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	The office	School Nurses/Staff	School Nurses and Senior Leader - termly
Individual administration of medication record - for CYP who have frequent & regular medication	Medical cabinets	Medically trained staff	School Nurses and Senior Leader - termly
Staff training log – including first aid	The Office	Staff/Admin staff	School Nurses and Senior Leader - termly
School Medical Register	SIMs and a printed copy with pupil files in the office.	Admin staff and School Nurses	School Nurses

All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule & the requirements of the UK GDPR. All electronic records will be password protected.

### **Enrolment forms**

We ask on our enrolment form if a CYP has any medical /health conditions and again at regular times  
Throughout the year.

### **Individual Healthcare Plans**

#### **School Medical register**

We keep a centralised register of CYP with medical needs. The Headteacher / Senior Leader /School Nurses have responsibility for keeping the register up to date.

#### **14.0 Asthma**

- School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.
- We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school.
- CYP who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.
- The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by CYP who have a diagnosis of asthma and whose parent/s have given us written permission for their CYP to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the school's emergency inhaler.
- The Senior Leader is responsible for managing the stock of the emergency school Salbutamol inhalers.
- The emergency salbutamol inhalers will be kept in the Medical cabinet. Along with a register of CYP whose parent/s has given permission for these to be used as appropriate.
- The Headteacher / Senior Leader is responsible for ensuring the emergency inhalers and spacers are washed as necessary.

#### **15.0 The school defibrillator**

As part of our first aid equipment we have chosen to purchase a defibrillator at our main site. We have notified our local NHS ambulance service of this decision and our first aiders are trained in its use. The Headteacher / Senior Leader is responsible for checking the unit is kept in good condition. This is done on a regular basis. School First Aiders are trained in the defibrillators use.

#### **16.0 Data Protection**

We will only share information about a CYPs medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

Refer to the school's obligations under the UK General Data Protection Regulation (GDPR) policy.

### **17.0 School environment**

We will ensure that we make reasonable adjustments to be favourable to CYP with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **18.0 Physical Environment**

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

### **19.0 Education and learning**

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of CYP in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the CYP, parents and pupil's healthcare professional to ensure the effect of the CYPs condition on their schoolwork is properly considered

### **Supporting children with health needs who cannot attend school.**

Schools, local authorities, health professionals, commissioners and other support services should work together to ensure that children with medical conditions receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority. Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision.

We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough. We understand that we have a continuing role in a pupil's education whilst they are not in school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

Children who are unable to attend school because of their medical needs may include those with:

- Physical health issues (this includes post-operative recovery)



- Physical injuries
- Mental health problems, including anxiety issues
- Emotional difficulties or school refusal
- Progressive conditions
- Terminal illness
- Chronic illness

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school. Regular contact with parents/carers will be made to discuss suitable arrangements for working from home or hospital. Arrangements could include sending work and resources home or attendance at virtual lessons. As far as possible the pupils will be able to access the curriculum and materials that they would have used in school. Where a pupil has long-term health issues, the pattern of illness can be unpredictable, flexibility and responsiveness will be needed. Where an absence is known in advance, for example where a pupil is going into hospital for a procedure, then planning and discussion with the family can take place ahead of any absence.

CPOMS is used to keep a record of long-term absences in identifying how all professionals are supporting that family. It will also be used to ensure that everything is in place for their return to school, ensuring all parties have been fully consulted and risk assessment, equipment and necessary training in place. Each reintegration back into school is likely to look very different and will be personalised to the needs of each pupil.

Whilst a pupil is away from school, the school will ensure that the family and pupil will still have access to the following:

- School newsletters
- Emails
- Invitations to school events
- Evidence for Learning app

### **The Medical Education Service (MES)**

If the school can't make suitable arrangements, The Local Authority will become responsible for arranging suitable education for these children. Within NYCC the school can request support from the Medical Education Service (MES) team who provide short-term education to help schools and settings to provide continuity in education when a child or young person has been absent from school for 15 days or more due to a physical or mental health need.

The medical education service is not an Alternative Provision nor a long-term solution. If it is likely that a child or young person will be out of education for a long period due to a medical need further discussions will take place between the school and the Local Authority regarding a longer-term plan.

### **Who are the children and young people supported by the service?**

Children referred for support from the MES will be assessed on the following criteria:

- A resident in North Yorkshire



- Aged 5-18 years or up to 25 years if they have an EHC Plan
- A health condition which is the reason they are unable to attend school
- Currently receiving specialist help and support from a recognised health professional.
- Evidence from the health specialist, delivering the help and support which describes what the child or young person can do from an educational perspective.
- Children must have been absent from school for 15 days or more (one off or cumulatively) due to their medical condition
- The request has been discussed with parents/carers and signed consent has been obtained from those with parental responsibility or from a young person themselves, where they are considered to be competent and are over 16 years of age.

School responsibilities Schools have a statutory duty to make the necessary arrangements to provide ongoing education for children who, due to their medical condition, are unable to attend school for a period of time.

Schools are responsible for making adjustments so CYP can access education.

If the MES service is used, schools are responsible for:

- Making a request to the Medical Education Service if a CYP has 15 days of absence, consecutive or accumulative, due to a medical need and school are unable to offer an education the CYP can access
- Keeping in contact with the CYP and their parents/carers even though they may not be attending school. The CYP remain on the roll of the school and therefore it is crucial the CYP continues to feel a part of the school even though they may not be on site.
- The organisation of regular review meetings between school, health, MES and parents/carers.
- Ensuring the CYP have the appropriate resources to be able to engage in the offer of education made by school and or the MES and this may include a laptop, tablet, access to the school's online platform or any other resources needed.
- Ensuring they have an Individual Health Care Plan (IHCP) in place for all children with medical needs and this needs to be completing alongside health and parents/carers.
- Maintaining safeguarding responsibility for the CYP. If a CYP does not attend the offer of education made by the MES and the school it is fundamental that school visits the CYP at home as part of the wellbeing check. The MES will inform the school's safeguarding lead of any concerns.
- Where a CYP is open to the MES the head teacher will:
  - Identify a named school contact to liaise directly with the MES - Ensure the named contact arranges regular Pupil Reintegration Education Plan (PREP) meetings in a timely way
  - Ensure the CYP's teachers liaise directly with the MES & share appropriate resources (laptop/schemes of work/lesson plans etc) prior to provision from the MES starting

- o Arrange an appropriate space in school for the CYP to have provision from the MES
- o Ensure school is in regular contact with the CYP and parent/carer
- o Maintain safeguarding responsibility & identify the Designated Safeguarding Lead (DSL)
- o Enter the CYP for exams & arrange access & invigilation arrangements
- o make arrangements for EHCARs and EHCP Reviews where appropriate - facilitate career interviews - be active in the monitoring of progress and the reintegration into school, using key staff to facilitate the reintegration into school
- o Support transitions

If a child is open to the Medical Education Service (MES) the CYPS's teachers will:

- o Liaise directly with the MES
- o Share schemes of work, lessons plans & resources with the MES in a timely manner prior to the provision starting
- o Moderate & standardise work completed by the CYP at least once a term

## **20. Home to school transport**

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

## **21. Dignity and Privacy**

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYPs needs.

## **22. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

DfE Risk Protection Arrangement (RPA) which runs from the 1<sup>st</sup> April 2022-31<sup>st</sup> March 2023.

NYCCs insurance policy can be viewed on NYCC intranet. Insurance policies should be accessible to the staff who are providing the support. NYCC Liability Insurance does cover staff when undertaking a Health Care procedure. However, if alternative or additional arrangements are required then these will be dealt with by Insurance and Risk Management on an individual case. It is therefore essential that copies of IHCPs are sent to NYCC Risk Management and Insurance following parental consent. Due to the numbers of IHCPs, CYPS Insurance and Risk Management will only contact a school if they have a query or if they think additional cover may need to be taken out. If schools require a receipt for their message they should add a tag for this.

**NYCC maintained schools** must send completed and signed IHCPs electronically to:

[InsuranceAndRiskManagement@northyorks.gov.uk](mailto:InsuranceAndRiskManagement@northyorks.gov.uk)

This includes IHCPs detailed using the NYCC template or any other format.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

### **23. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure. For details on how to make a complaint around medical issues in school please follow our school complaints procedure available on the website.

### **24. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

### **25. Distribution of the school medical policy**

**Parents** are informed about this school medical policy:

- At the start of the school year
- In the school newsletter at intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

**School staff** are informed and reminded about this policy

- At scheduled medical conditions training / school training days
- whole school staff meetings

**Governing Bodies** should review this policy annually

### **26. Links to other policies**

This policy links to the following policies:

Child Protection Policy

Pupil Attendance Policy

Intimate Care Policy

## Appendix 1: Being notified a child has a medical condition

