



Thirsk School

& Sixth Form College

Access to Education for Students with Medical Needs Policy

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Access to Education for Students with Medical Needs Policy

Document Status			
Date of Next Review	March 2024	Implemented by	Governing Board
Origin of Policy	Adapted		
Date of Policy Adoption by Governing Board: 23 rd March 2021		Signed  Emma Lambden Headteacher  Nick Horn Chair of Governors	

Access to Education for Students with Medical Needs Policy

Thirsk School and Sixth Form College has the responsibility to ensure that students who are absent from school with medical needs diagnosed by a Medical Officer, have the educational support they need to maintain their education. It is important that a child or young person's medical need does not become a barrier to their educational success, by providing a timely package of provision tailored to meet the needs of this vulnerable population. The school acknowledges that it has a key role to play alongside NYCC in supporting children with medical needs. Good communication and cooperation 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 students at school with medical conditions' (September 2014), the report from Ofsted published in November 2013 'Students missing out on education' and the North Yorkshire Policy Statement. The school also acknowledges that in addition to the educational impacts, there are social and emotional implications associated with medical needs. It is important that schools receive and fully consider advice from healthcare professionals and listen and value the views of parents and pupils. Individual Health Care Plans (IHCP), a document containing health care/medical needs for identified individuals and are the key element which will be implemented to support learning.

This policy follows the NYCC Policy for access to education for school age children and young people with medical needs. Written by the NYCC Inclusion Team Autumn 2020.

Key aims of the policy

The key aims of the policy are:-

- To identify students' 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 students with medical needs have access to education
- To ensure successful reintegration into school for students with long term or recurring illness or medical conditions

Role of the Assistant Headteacher (Pastoral Care, Attendance & Behaviour) in liaison with the SENCo

The Assistant Headteacher will:-

- Ensure that there is effective communication with all parties
- Maintain, or ensure that communication is maintained generally between the student and the school, especially with regard to activities and social events that may enable the student to keep in touch with peers
- Attend planning and review meetings
- Be responsible, alongside the SENCo and Pastoral Team, for monitoring and developing IHCPs. See Appendix A
- Liaise with the SENCo as to whether to proceed with an Education and Health Care Plan
- Monitor attendance of all students 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 student's

parents to provide homework as soon as the student is able to cope with it and ensure continuity of learning

- Support the Heads of School in supplying 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 alongside AHT T&L
- Ensure that students who are not able to attend school because of medical needs have access to public examinations in liaison with the Examinations Officer
- Ensure that the views of students 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 students with medical needs having due regard for their duties under the Equality Act 2010
- Keep the child on the school roll
- Review this policy as is appropriate

Absences for longer than 15 days – See Appendix B

- Liaise with the Medical Education Service regarding all students expected to be absent from school for 15 working days or more (including time in hospital)
- Make a referral as soon as possible using the medical education request referral form
- If accepted by the Medical Education Service Panel, attend the necessary planning and review meetings
- Liaise with the service and parents/carers with regard to the Personalised Reintegration Education Plan (PREP)
- Organise a multi-disciplinary meeting to agree short term intervention and shared goals
- Liaise with the medical outreach tutors regarding the PREP as agreed at the multi-disciplinary meeting
- Ensure the medical outreach tutors have contact with the appropriate curriculum leaders
- Make available to the tutors Individual Education Plans, IHCP and Risk Assessments where appropriate

Procedure to be followed when notification is received that a student has a medical condition

The Assistant Headteacher and SENCo will ensure, through liaison with the medical professionals, that the individual medical needs of students, where appropriate, are suitably recorded via their IHCP.

Students who transfer from Year 6:

- For students who make the transition to Thirsk School & Sixth Form College from their primary school, the identification of medical needs of the student will be identified by the primary liaison team during their visits as well as through the admission form submitted by parents/carers

Students who make a mid-year application to Thirsk School & Sixth Form College:

- For students starting at Thirsk School & Sixth Form College through the mid-year application process, the identification of medical needs will be identified at the initial admission meeting with parents and the completed NYCC admission form
- The appropriate Head of Year, in liaison with their Head of School, will contact the student's previous school prior to admission to discuss the student's needs

Students currently on roll

- Where the school is notified that an existing student has a new medical condition the Assistant Headteacher alongside the Head of School will ensure that a meeting is held with the parents to discuss the student's needs. Where applicable medical professionals will be invited to attend

In any of these cases, if the need to complete an IHCP is recognised, the Assistant Headteacher will liaise with school staff, medical professionals and parents to ensure their child has access to their full curriculum offer, if this is appropriate.

IHCPs will help ensure that Thirsk School & Sixth Form College effectively supports students with medical conditions. The school does not need to wait for a formal diagnosis before implementing an IHCP and not all students with a medical condition will require a plan. The school staff, parents and medical professionals should agree, based on evidence, when a plan would be appropriate.

If the plan indicates medicines need to be administered during school hours it will clearly state the procedure for this, as well as how the medicines will be stored.

IHCPs will be disseminated to school staff on a case-by-case basis. The breadth of distribution will be decided by the parents, student, school staff and medical professionals when drawing up the plan, taking into account the need for confidentiality and ensuring that appropriate support is delivered.

Staff training

The Assistant Headteacher, SENCo and AHT T&L will ensure that staff providing support to a student with medical needs will have received suitable training via the school's CPD programme. The level of training required will be identified on an individual level through the health care plan. The relevant healthcare professional will be invited to lead on the type and level of training required, and how this can be obtained.

There is a number of staff who are first aid trained.

The child's role in managing their own needs

The school recognises that some students will be competent to manage their own needs and medicines. After discussion with parents, students who are deemed competent will be encouraged to take responsibility for managing their own medical needs and procedures.

Wherever possible, and with consent from parents, students should be encouraged to carry their own medicines with spares being held at reception.

If it is not appropriate for a child to self-manage, then other trained staff should help to administer medicines and manage procedures for them.

Managing Medicines on school premises and record keeping of medicines administered

No student under 16 will be given prescription or non-prescription medicines without parental consent. If the school is required to administer medicines a signed NYCC consent form is required.

All medicines are stored in a locked cupboard in the original prescribed container, except for EpiPens which are kept in reception during school hours for easy access and locked away at the end of the day (in line with NYCC guidelines).

Emergency inhalers are also available for students diagnosed with asthma. These will only be used where a parent has given prior written consent to use in such circumstances.

Any medication that is administered is logged on the school Management Information System.

No medication will be administered if it is the wrong dose, prescribed for a different family member or without consent. If this is the case parents will be informed.

If a student requires analgesics which will then allow them to remain in school and there is no consent or they have not been provided, parents are contacted and asked to come into school and administer the medication to their child.

As a school we do not provide medication, we will only administer following the above criteria.

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

School staff should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and reasonable adjustments.

The school will make arrangements for the inclusion of students in activities with any adjustments required unless evidence from a health care professional states that it is not possible.

The school's *Educational Off-site Visits and all Adventurous Activities Policy* ensures trip leaders plan for the needs of students with medical conditions, undertake the necessary risk assessments and make the necessary adjustments so that a student with medical conditions are able to participate.

Emergency procedures

In the event of an emergency during school hours, every effort is made to inform parents as soon as possible. However, if they cannot be contacted the student will be accompanied to hospital by a member of staff, who will stay with them until the next of kin arrives.

It is the responsibility of parents to ensure that the school and their sons/daughters have their current telephone numbers or an address where they can be contacted during the school day.

Unacceptable practice

Although school staff should use their discretion and judge each case in turn with reference to a student's IHCP, it is not generally acceptable practice to:-

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents; or ignore medical evidence and opinion (although this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCP
- Prevent students from eating, drinking or taking toilet or other breaks in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child (unless parents have failed to provide the correct consent)
- Prevent students from participating, or create unnecessary barriers to them participating in any aspect of school life, including trips

Liability and indemnity procedures and complaints

Thirsk School's insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required must be ascertained by the relevant insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with.

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

Policy monitoring and review

This policy will be reviewed as appropriate by Thirsk School & Sixth Form College's Governing Board.

Roles and responsibilities of all involved in school

- Governing Board
The Governing Board must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. It should ensure that a student with medical conditions is supported to enable the fullest participation possible in all aspects of school life. The Governing Board should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. It should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.
- Headteacher
The Headteacher should ensure that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Headteacher should ensure that all staff who need to know are aware of the child's

condition and should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The Headteacher will delegate the responsibility to the Head of School to contact the Healthy Child Team in the case of any child who has a medical condition that may require support at school.

- School Staff

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

- Healthy Child Team (Local Authority)

Thirsk School & Sixth Form College has access to the Healthy Child Team. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. The Healthy Child Team can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Reception is responsible for storage of medicines. Reception will also ensure that the school MIS is up to date with medical information and will liaise with the Pastoral Team to ensure relevant information is disseminated to teaching staff.

- Other Health Care Professionals

Other health care professionals should notify the Healthy Child Team when a child has been identified as having a medical condition that will require support at school.

They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support.

- Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

- Parents

Parents are responsible for providing the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation,

e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Further Information

Contact the Lead of the Medical Education Service sarah.fawcett@northyorks.gov.uk

More information about the Medical Education Service can be found at:

<https://cyps.northyorks.gov.uk/medical-education-service>

Appendix A – INDIVIUDUAL HEALTHCARE PLAN

2 Health contacts			
2.1 Clinic/Hospital Contact			
Name			
Planned review date			
Phone no.			
1 Child's/Young Person's Information			
2.2 G.P.			
Child's/ Young Person's name			
Name			
Name of school/setting			
Phone no.			
2.3 Nurse			
Academic year			
Name			
Date of birth			
Phone no.			
3 Education Contacts			
Medical diagnosis or condition			
Class teacher			
1.2 Family Contact Information			
SENCo			
Name			
Other support staff in school (if relevant)			
Relationship to child			
Who is responsible for providing support in school (home)			
(mobile)			
4 Medical Information			
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc			
5 Medication			
Name of medication			
Dose			
Method of administration			
When to be taken			
Side effects/contra-indications			
Administered by Supervision needed			
6 Daily Care Requirements			

7 Support for pupil's educational, social and emotional needs- including useful strategies

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8 Reasonable Adjustments/ Support for School /Recommendations

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9 Emergency Situations

What is considered an emergency?	
What are the signs and symptoms?	
What are the triggers?	
What action must be taken?	
Follow up action	

10 Staff Training

What training is required?	
Who needs to be trained?	
Sign and date when training is completed.	

11 Names of those involved in drawing up the plan.

Name	Signature	Date

Appendix B - REFERRAL PROCESS

