

Supporting pupils with medical conditions Policy

Cherry Tree Learning Centre



Approved by: D.Francis Date: September 2022 Last reviewed on:

September 2020

Next review due by: September 2024

Principles

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Cherry Tree Learning Centre (CTLC) is a short stay school (PRU) providing for children and young people unable to access their mainstream educational provision due to ill health. CTLC believes that the best place for all children to be educated is their mainstream school and facilitates their return as appropriate.

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported by CTLC so that they can play a full and active role in the life of the centre, remain healthy and achieve their academic potential, returning to school, properly supported, as soon as their health allows.

The Headteacher and Deputy are responsible for ensuring appropriate support/provision is in place for pupils with specific medical conditions.

The Headteacher is responsible for ensuring this policy is implemented, supported by the Senior Leadership Team, Management Committee Members and all CTLC staff.

Procedures

- On referral to CTLC, the mainstream school/provider must fully complete the referral form and provide all known, relevant information about the child's condition and medical needs. This must be supported in writing by a medical practitioner

- If the child has an Education, Health and Care Plan (EHCP) or Individual Health Care Plan (IHCP), this should be shared on referral

- Where necessary a health and/or social care professional / other relevant professional (e.g. member of a specialist support service) may be requested to provide additional information and/or attend a meeting prior to the child's start date to ensure all necessary information has been shared

- CTLC believe that partnership working with parents/carers is key to successful support for all children, especially those with medical needs. At the preliminary meeting with the parent/carer and child, details should be shared with CTLC staff to ensure a full understanding of the needs and ensure the child's safe participation in centre activities:
 - The medical condition
 - Any triggers, signs, symptoms
 - Treatment
 - Medication – dose, side-effects, storage, responsibility, procedure
 - Specific requirements, including diet, toileting etc.
 - Level of support required including any specialist equipment
 - Emergency action, where appropriate

The following will also be discussed and agreed:

Sharing information with CTLC staff (and possibly pupils)

Liaison with other professionals

Whether an individual healthcare plan is required in the centre and/or for individual travel arrangements (see below)

Risk assessment procedures for specific activities

Staff Training needs

The parent/carer will be asked to keep staff updated as the health needs of their child change.

The parent/carer and child will be informed of our supported reintegration procedures and the need to ensure that the mainstream school/ college is kept informed about the child's health, educational and emotional progress. This also applies to post 16 provisions

(Ref. CTLC Reintegration Policy)

- Where needs are complex and potentially require specific emergency action, an individual healthcare plan will be completed and made available to staff. (Refer to Appendix –Process for developing IHCPs). These will be kept in a file in the staffroom. All staff will be informed about children with specific plans and needs in morning briefings or staff meetings. Supply staff will be informed by the Deputy and HLTA with responsibility for maintaining/reviewing this information

- If the child requires medication during school hours, the parent/carer will be given a copy of the Medicine Policy and asked to return a completed, signed proforma to the office prior to the start date. It is centre policy that all medication, with the exception of inhalers, epipens and other agreed emergency medications, which need to remain with the child, are stored in the school office. This is to ensure the health and safety of all pupils. However, where appropriate pupils are expected to self medicate under staff supervision.

It is not generally CTLC policy to allow pupil's to take non-prescription medicines in the centre. (Ref. CTLC Medicines Policy)

- If the child requires support during an emergency evacuation, the Deputy will be notified and a PEEP completed. All staff will be informed of this during morning briefing or a staff meeting

- Our Attendance Policy requires all parent/carers to provide evidence of medical/hospital appointments to ensure absences are authorised appropriately e.g. appointment cards/letters. If additional educational support is required in

order to support learning due to these absences, this will be discussed and agreed as appropriate

- Where pupils are unable to attend the centre following a hospital stay for treatment/operation, the centre will endeavour to provide home teaching as soon as the child is well enough and a home teacher is available to ensure continued education. The child will return to the centre or mainstream school as soon as their medical condition allows

- CTLC is committed to the full inclusion of all pupils in all activities and off site

visits. Any reasonable adjustments are identified and managed through the risk assessment process

- Pupils will be unable to access the centre or receive home teaching where it would be detrimental to the health of that child or others to do so e.g. where there is risk from infectious diseases
- Parent/carers will be informed if their child has been unwell in school

Staff Training Needs

Will be identified on initial referral by Headteacher and/or Deputy and initiated as necessary. Training will be commissioned and provided by a variety of professionals, as appropriate.

Asthma: CTLC is an Asthma Friendly School and follows current government guidelines. Staff regularly receive update training from the School Health Advisor.

Use of Epipens: Regular training is given to centre staff by the School Health Advisor.

Epilepsy: Training is provided as required by the School Health Advisor.

CAMHS professionals provide staff training, on request, covering aspects of children's mental health e.g. eating disorders, psychosis, self harm.

Individual Health Care Plans

- Will be initiated on referral, where appropriate, by the Headteacher or Deputy
- They will be monitored by the form tutor at review meetings (approx every 6 weeks)
- A file will be maintained in the staffroom by the HLTA with responsibility for medical information who will ensure administrative staff are also informed
- Staff will be kept informed through morning briefings and/or staff meetings
- Where appropriate staff responsibilities will be specified
- In some cases health professionals, school nurse and/or the PMIS team (Physical, Medical Information Support) will be consulted
- Care plans will clarify specific medical emergencies and what procedures should be followed
- Schools will be advised of a child's medical needs with regard to travel arrangements where necessary and parents/carers advised to ensure schools are kept fully informed

If a child has to be taken to hospital a member of staff will accompany the child and stay with them until the parent/carer arrives.

Risk Assessments

Risk assessments may be completed where necessary for pupils with medical needs, supported by the PMIS Team and Dudley's Offsite risk assessment system.

All teaching areas of Cherry Tree Learning Centre are fully accessible.

Complaints Procedure

CTLC recognise the importance of partnership working with pupils, parent/carers and other professionals.

Should any of the above be dissatisfied with the support provided they should discuss their concerns with the Head of Centre as soon as possible.

Headteacher: Mrs Victoria Howard 01384 813739

If the issue remains unresolved, they should consult the Cherry Tree Learning Centre Complaints Policy (available on the centre website) and/or contact: Chair of Management Committee through Governor Support

Policy date: _____

Signed: _____ Headteacher

Signed: _____ Chair of Management Committee

Related Policies and Documents:

Supporting pupils at school with medical conditions – DfE December

2015 CTLC Medicines Policy

CTLC Reintegration Policy

CTLC Attendance Policy

CTLC Teaching and Learning

CTLC Equality Duty Policy

CTLC Complaints Policy

Appendix:

Process for developing individual healthcare plans

