

*St. Joseph's Catholic School & Sixth Form Centre*

Ysgol Gatholig San Joseff

## **Managing Medical Needs Policy**



This policy is written in response to the guidance contained in the Welsh Assembly Government circular "Access to Education and Support for Children and Young People with Medical Needs".

**Managing Medical Needs Policy agreed by Governors:**

**Signed by Chair .....**      **Date.....**

**Policy due for review: Spring Term 2016**

## **Managing Medical Needs Policy**

### **1. Introduction**

St Joseph's Catholic School & Sixth Form Centre is an inclusive community committed to helping all students to become fully human in Christ. At St. Joseph's we understand that we have a responsibility to make our school welcoming and supportive to all learners, including learners with medical conditions, both those who are currently on our roll and those who may enrol in the future.

We encourage all our young people with medical conditions to take control of their condition and we recognise that we are able to play an important part in helping them to do this. We want all learners to feel confident about the support that they can receive from school.

At St. Joseph's we aim to include all pupils with medical conditions in all school activities.

We also ensure that staff understand their duty of care to children and young people in the event of an emergency.

The school will continue to be responsible for all children and young people unable to attend school for medical reasons and they should be able to access education without stigma or exclusion.

Children and young people covered by this policy may:

- Be recovering from an illness or injury keeping them away from school during recovery;
- Have a long term or recurring illness;
- Have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days where medical opinion states they are still unable to access mainstream school.

### **2. Aim**

Our aim is to ensure that all children and young people in our school continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies. The nature of the provision will be responsive to the demands of medical conditions that can sometimes be changeable.

### **3. Responsibilities**

The school's designated person with responsibility for the education of children and young people with medical needs is the ALN Co-ordinator. It is the ALN Co-ordinator's role to facilitate communication with all parties and ensure that the school is meeting the needs of all those identified. The ALN Co-ordinator will also ensure that the Headteacher is kept up-to-date with matters relating to the needs of learners with medical conditions and, where it is decided that a member of staff will give or supervise students taking prescribed medication, will ensure that prior written agreement is obtained from parents.

Areas of general responsibility will include:

- Maintaining a list of children and young people with medical conditions is the school.
- Ensuring that contact is maintained with children and young people (and their families) who are away from school due to illness for a period of less than 15 working days, setting of work if they are well enough, forwarding of newsletters etc, welcoming them back to school, ensuring that all staff are aware of their up to date medical situation and ensuring that any adjustments to accommodation, curriculum are made, together with ongoing monitoring of their situation and needs whilst in school.

- Keeping the EWO informed of all attendance issues regarding children and young people where there may be medical needs, either physical or mental.
- Ensuring that the school register is marked appropriately.
- Maintaining contact with the school nurse.
- Notifying the Medical Needs Team (or School & Family Support Team) if a child or young person is (or is likely to be) away from school due to medical needs for more than 15 working days. This includes those with a recurring illness.
- Ensuring that close contact is maintained with them (and their family) and that arrangements are in place for the setting and marking of work. This is particularly important for those for whom a support programme is being arranged.
- Assistance with the school's monitoring, evaluation and review of policy and procedures for assisting children and young people with long term or complex medical needs.

#### **4. Referral to the Medical Needs Team (or School & Family Support Team)**

Children who are or will be absent from school for 15 working days will trigger intervention. Educational provision will be made in collaboration with the service providing alternative education. The school will hold, chair and document a planning meeting.

The designated school contact (ALN Co-ordinator) will be responsible for:

- Ensuring that Medical Needs referral forms (Request for Involvement and Request for Medical Information forms) are completed and passed to the relevant agencies as quickly as possible.
- Drawing up an Individual Education Plan (IEP) and ensuring that the child or young person is on School Action Plus of the SEN Code of Practice.
- Arranging for a member of the school staff to attend an initial meeting with the Medical Needs team to plan a way forward.
- Ensuring that regular half termly review meetings are in place.
- Ensuring the prompt provision (as agreed with the Medical Needs Team) of information about a child or young person's capabilities programmes of work, and resources. Work provided by school will be relevant, appropriate and of comparable level to work being done in school by peers in the same set/group.
- Passing on details of the child or young person's special educational needs and a copy of current IEP.
- Ensuring that children and young people who are unable to attend school because of medical needs are kept informed about parents evening and other aspects of school life.
- Encouraging and facilitating liaison with peers – for example, through visits, emails, letter and telephone calls.
- Ensuring that all children and young people covered by this policy have access to statutory assessment, including guidance on the completion of appropriate coursework. The school will also be responsible for requesting special arrangements where necessary.

#### **5. Communication with Parents/Carers**

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is completed at the start of each school year.

If a child has a short-term medical condition that requires prescribed or non-prescribed medication during school hours, a medication consent form must be completed by the parent giving the pupil or staff permission to administer medication on a regular/daily basis.

The appropriateness of assisting with medication will be considered on a case by case basis but no assistance with medication of any kind will be permitted without the express agreement of both home and school.

N.B. Any pupil (and his or her parents) should understand that medication must not be shared with anyone else.

#### **6. Reintegration**

The school will have a key role to play in successful reintegration and will be proactive in working with agencies to support a smooth transition and in ensuring that peers are involved in supporting the child's reintegration. The plan will always have multi-agency approval. Where appropriate (e.g. a child returns on crutches), a medical risk assessment will be carried out. This will take account of the school's emergency procedures, e.g. fire evacuation.

#### **7. Involvement of Governors**

The governing body will review this policy annually taking into consideration any relevant observations made by staff, students, parents, LA representatives or any other party. Any updates will be noted in the minutes of the governing body.

#### **8. Summary**

The school's policy for the education of children with medical needs will form part of the inclusion or SEN policy and will be available on the school website.

This policy will be reviewed annually.

# Appendix A

## Safe storage of medication at school

- If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.
- The expiry date for all medication stored in school is checked regularly.
- Parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored in its original containers in accordance with instructions, paying particular note to temperature.
- All refrigerated medication is stored in an airtight container and is clearly labelled.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- Parents are asked to collect out-of-date medication. If parents do not collect the medication, the medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. All sharps boxes in school are stored in a locked cupboard.
- Collection and disposal of sharps boxes is arranged with the LA's environmental services.

# Appendix B

## Managing Medical Needs Forms