



## SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

This policy is in line with the DDA Act 2005, the SEND Code of Practice. Equalities Act 2010 and the Education Act 1996. It also reflects the guidance "Access to Education for Children and Young people with Medical Needs" and "Managing the health care needs of children and young people".

Headteacher:	Mrs Juliet Monaghan
Acting Assistant HT:	Mr Mike Taylor
Acting Assistant HT:	Mr Mark Vasey
SENDCo:	Mrs Becky Wood
SENDCo Contact:	Phone 01723 582910 Email <a href="mailto:rwood@cayton.n-yorks.sch.uk">rwood@cayton.n-yorks.sch.uk</a>
SLT Advocates:	Mrs Becky Wood
Pastoral Support:	Mrs Julie Brannon/ Mrs Lynn Wilson

### **Abbreviations**

CYP	Children and Young people
MES	Medical Education Service
DDA	Disability Discrimination Act
CoP	Code of Practice
ESW	Educational Social Worker
LEA	Local education authority
SEND	Special Educational Needs and / or Disabilities
SENDCo	Special Needs Co-ordinator
CPOMS	Child Protection On-line Monitoring System

### **School Mission Statement**

To deliver the highest educational standards enabling all children and adults to grow, learn and work together in a caring atmosphere where laughter, respect, trust and harmony are highly valued.

### **Learning**

We will offer learning experiences for all children, which are both challenging and stimulating. We will provide an inclusive curriculum where positive attitudes of hard work and resilience are developed so we can maximise the personal achievements of every child. We will help all children to develop lively, enquiring and creative minds, no matter what individual personal needs or difficulties they may have.

### **Life skills**

We will help our children to show respect, understanding and tolerance of all different groups in our society, so that can they learn to value the views of others. We will help them acquire the knowledge, skills and understanding which they need to adapt to a rapidly changing world, so that they can eventually take their place in that society as young adults.

### **Rationale**

Cayton School welcomes and supports children and young people (CYP) with medical and health conditions. We will make sure that pupils who are absent from school because of their medical needs have the educational support they need to continue and progress with their learning. Co-operation between school, home, medical professionals and the LEA is essential if good quality education is to be guaranteed.

### **Our Philosophy**

**Cayton School believes that:**

- teaching of all children in school is the responsibility of all staff
- there must be high aspirations for every child in our school
- early and accurate identification of areas of need is essential
- all our children must have access to a broad and balanced curriculum, where their personal outcomes can be accurately measured
- teaching and learning in school will be adapted to meet different learning styles and to support any identified needs of our learners, be these SEND or health related needs

- all staff will have access to training which will support them to identify and to support a wide range of needs in school
- parents will be involved in the education and support of their children. They will be partners along with school and health professionals in supporting their children
- we will keep provision for pupils with medical needs flexible and regularly reviewed
- whenever possible we will seek the views of our children with these needs to help us to understand what their wishes and views are.

**Aims**

Cayton School will ensure all pupils who are absent from school because of medical needs have support in place to ensure that they continue to progress with their education so far as their medical condition allows. Clear communication and co-operation between school, home, medical professionals and the LEA will be planned and in place to make sure top quality education is available to the pupil.

**This will be brought about by:**

- early identification of any medical needs the pupil has so prompt action can be taken
- providing the highest quality education possible, as far as the medical condition or illness allows
- working closely with the pupil to prevent any risk of low self- confidence developing due to current personal difficulties
- keeping strong links with all concerned in giving support, so that any pupil with medical needs can have full access to education.
- ensuring clear plans are in place for reintegration into school, at the right time for those pupils who have long term or recurring medical conditions.

**The Headteacher will:**

- have an overview of any children in school with medical needs or conditions and of the plans which are in place to support their learning
- monitor support and progress with the class teacher or whoever is working with the pupil regularly (Pupil Progress meetings / planned review meetings)
- review this policy annually
- ensure that current training in specific medical needs is available to staff as needed
- ensure that pupils who cannot attend school due to medical needs still have access to statutory examinations.

**The teacher responsible for Children with medical needs will:**

- **work with the LEA from day 1 of absence** to have educational provision in place if a young person's attendance has been disrupted due to recurring illness or medical conditions
- liaise with support service (the SEND Hub / MES) about any pupil expected to be absent from school for 15 days or more due to a medical condition and make a referral as soon as possible to seek support for the child's education to be continued
- share with the home tutor / MES teacher / hospital teachers all current information about the child, details of the topics and levels of work they need to be following and support with providing appropriate resources if these are required
- speak with the child if possible about the work and the support they feel they need
- see that the views of parent's and carer's are taken into account along with medical professionals and the LEA
- see equal opportunities are promoted in school at all times for pupils with identified medical needs.

**Class teachers / staff working with children with identified medical conditions will:**

- know which CYP who they work with have medical needs
- understand what additional support these CYP may need in school
- know the procedures for dealing with emergencies in school as detailed on child's risk assessment
- be aware of the giving medication in school system and its set procedures
- understand the difficulties for these children in regularly accessing learning due to their medical conditions causing absence and low attendance
- provide information and support any programmes of work set up and be part of planning these so they are at the correct level for each individual child

- work with the person delivering the support out of school if needed to ensure that the work is always at the correct level
- support reintegration back into school for these children.

**Supporting Children with Medical Needs**

As a school we recognise that pupils at school with medical conditions should be supported so that they can have full access to education, including PE and Educational Visits. School will comply with the requirements of the Equality Act 2010 for all disabled children.

These children may have an EHCP (Education, Health and Care Plan) which will pull all their individual needs and the provision for them together. In other cases they may simply have an identified medical condition, but with no SEND.

In school, children with medical care plans are known to all staff and school regularly seeks updated training when applicable so that these children can be safely cared for in school and during out of school activities eg use of an Epi-pen, symptoms of anaphylactic shock, updates on managing epilepsy.

**Emergencies**

A procedure is in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. First Aid training is up to date.

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.

**First Aiders**

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 updated when required.

**Procedure followed when school is notified that a CYP has a medical condition:**

1. seek further information from parents and health professionals
2. determine whether an Individual healthcare plan or a risk assessment is required
3. arrange a meeting to develop the Individual health care plan
4. arrange any staff training
5. Implement and monitor Individual healthcare plans.

**School Educational Visits**

Staff organising our school educational visits 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 visit
- 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.

**Administration of medication at school**

When appropriate, we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as required.

We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan **or** if we have a written procedure in place for that type of medication which has been authorised by NYC insurance.

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 the school office or safely in the classroom.

Controlled drugs are stored in the school office.

CYP know where their medication is stored and how to readily access it.

**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.

**Safe storage – general**

Class teachers/ Miss Clough ensures the correct storage of medication in school.

Class teachers/ Miss Clough ensures the expiry dates for all medication stored in school are checked and sees that school informs parents by letter in advance of the medication expiring.

All medication dates are checked in September.

Miss Clough checks dates in the general store cupboard.

Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the school office. This area is inaccessible to unsupervised CYP.

**Refusal**

If a CYP refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

**Accepting Medicines**

Mr Vasey and the Office Manager along with the parent/s, ensures that all medication brought into school is clearly labelled with the CYPs name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.

Wherever possible medicines should be passed from the parent to the school office and collect by the parent from the office.

**Record keeping**

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Individual administration of medication record - for CYP who have frequent & regular medication	Copy document in a folder on shelving unit in the school office. Original copy with medication to each individual class for administration	Parents complete consent forms Class teachers/Teaching assistants/office manager complete administration form	Mr M Vasey - Termly
Staff training log including first aid	Safeguarding File	Office Manager/ Headteacher	Mr M Vasey - Termly

School Medical Register	School Office	Mark Vasey	Ms Clough/ Mrs Monaghan - Termly
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All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule. All electronic records will be password protected.

**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.

**Other Responsibilities**

DSL: Mrs Becky Wood

DDSL: Mr Michael Taylor / Mrs Monaghan

SENDCo's: Mrs Becky Wood / Mrs Monaghan

Teacher Responsible for LAC: Mrs Becky Wood

Teacher Responsible for Children with Medical Needs: Mrs Becky Wood

Discussions were undertaken over time between the Headteacher, SENDCo's and SEN Governor when writing this Medical needs Policy.

Written By: Mrs L Powell

Date: Sept 2021

Shared with Governors: October 2021

Reviewed: October 2022

Review Date: September 2023

Shared with Governors: November 2022

Shared with Governors: September 2023

Review Date: September 2024

Shared with Governors: October 2024

Review Date: September 2025

**APPENDIX DOCUMENTS**

**Request form for short-term medical education**

**Guidance:**

Step 1: Gain parental consent to complete request form for short-term medical education. Please note that parents can request to see the completed form.

Step 2: School to complete sections 1,2 and 3

Step 3: Health Specialist to complete section 4. Please do not share other sections of the form with health specialist.

Step 4: School to submit request form with completed sections 1,2,3 & 4, parental consent form & medical policy to [yprmedical@northyorks.gov.uk](mailto:yprmedical@northyorks.gov.uk)

Date of Referral		Name of school staff member referring	
Email address of Referrer		School	

**1. Child or Young Persons Details**

Surname		First Name	
Gender Identity		Date of Birth	
Year Group		UPN	
EHCP	Y/N If Y, date of last annual review _____	In receipt of pupil premium	Y/N
EHCAR	Y/N If Y date submitted & name of PARO _____	Forces family	Y/N
SEN support	Y/N If Y description of stage _____	Young Carer	Y/N
Looked After Child	Y/N	CSC involvement	Name of worker:
Early Help Involvement:	Name of worker:	Home Address & Telephone Number	

How many days absence has the child or young person had due to their medical needs this academic year?

What arrangements have school put in place to continue their education during these absences? *(Please attach the schools policy on ‘Supporting children and young people with medical needs’.)*

*What does the pupil say about the support they need and how have they expressed this?*

**2. School Attendance History of CYP**

Attendance this academic year (20/21):	Last Year (19/20):	Previous Year (18/19)
Number of Internal Exclusions in 19/20:	Number of fixed term Exclusions in 19/20:	Permanent Exclusion:

**3. Persons with parental responsibility**

Name	Address (if different from above)	Home Telephone No	Mobile No	Relation to child/young person	Order of whom to contact
		-			
		-			

**Parental consent for:** Insert name

Dear Parent/Carer

We would like support to meet your child’s learning needs and will be submitting a request for involvement to inclusive education service and the North Yorkshire SEND Hub. The request will be considered by a team of specialist educationalists. If they consider the request meets service eligibility criteria, the most appropriate professional to become involved will work closely with us and/or with your child directly to ensure their learning needs are met.

To proceed with the request for involvement your written permission is required, by signing the parental consent section of this form before we submit it. The request will not be processed without your signed parental consent.

By signing you will also give your consent for inclusive education service specialists to contact other professionals who may already be involved with your child to gain relevant information regarding their needs.

If you wish to discuss the matter further before signing below, please do not hesitate to contact me and we can talk further. If this consent form is sent separately from the completed RFI form, it must be returned directly to:

**NYSENDhubs@northyorks.gov.uk**

Alternatively it can be posted to **Inclusion Service, NYCC, County Hall, Northallerton DL7 8AE**  
 NYCC, County Hall, Northallerton DL7 8AE

**Parental Statement**

I agree to the involvement of inclusion service and the North Yorkshire SEND hub and understand that this may involve specialist staff working directly with my child, family and school/setting staff, with my knowledge.

If we agree together that it is in the best interests of my child, I understand that some information about them may be shared with other professionals who are already involved with them. This will be done in line with the 'North Yorkshire Multi-Agency Information Sharing Protocol' which can be found at: <https://www.northyorks.gov.uk/information-sharing>. To ensure that my child receives the optimum service, information may be shared with other services within the County Council. Further consent will be sought from me for any direct contact with my child by another service not already involved.

I understand that both paper and electronic records may be kept by the inclusive education service as a result of this involvement and that these records will be kept securely by NYCC and destroyed safely, according to the County Council's document retention and deletion schedule.

Under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), I have the right to request a copy of the information the County Council holds about me/my child.

For more information I can contact the Data Protection Officer at: **infogov@northyorks.gov.uk** or write to **Information Governance Office, Veritau Ltd, County Hall, Northallerton, North Yorkshire, DL7 8AL**. For further information on how the Council processes my personal data I can refer to <https://www.northyorks.gov.uk/privacy-notice>

**Please tick YES or NO** to the following consent statement and, if consent is given, and you have parental responsibility for the child/young person named on this form, please sign below.

**I give consent to a referral to the Medical Education Service and to the North Yorkshire SEND Hub service**      **YES**       **NO**

I understand that I have the right to withdraw my consent at any time by contacting the Data Protection Officer at the above address.

<b>Relationship to CYP</b>		<b>Print Name</b>	
<b>Address</b>			
<b>Email</b>		<b>Tel</b>	
<b>Signed</b>		<b>Date</b>	