



St Laurence School Policy on Supporting Students with On-going Medical Needs 2015

Introduction

Most students at some time have a medical condition which may prevent them from attending school. For the majority this will be short term but for some this may have a longer term impact. Parents and carers are encouraged to share details of medical needs with the school in order to facilitate timely and effective support.

Purpose

The School follows the **DFE statutory guidance “Access to education for children and young people with medical needs”** in order to maintain a high quality continuing education for those students on roll who have medical needs. This policy is also closely aligned to the school’s policies on Attendance and Equalities and the Administration of Medicines Policy.

Aims and strategies:

The school works in close liaison with the Local Authority (LA), health professionals and other agencies to ensure that students receive access to appropriate provision within the limits of available resources.

When the school becomes aware that a student will be absent for more than 15 days (either concurrent or consecutive) because of their medical need, the Head of House will liaise with the Local Authority Medical Needs team and will notify the School Nursing service. This will assist the LA with continuity of education provision. In cases of long term recurrent absence, key staff will participate in the development of a Personal Education Plan (PEP) for the student.

Roles and Responsibilities

The Deputy Head (Ethos) is the designated member of staff with responsibility for supporting students by:

- Ensuring that monitoring and recording of absence complies with the statutory guidance and that codes accurately identify students with emerging, recurrent or long term medical needs.
- Ensuring that all young people with long term recurrent absence have a Medical PEP, drawn up in conjunction with the LA (Medical Needs Service), the parent and the student and reviewed on a regular basis.
- Liaising with the Director of Personalised Learning and the County Assessment and Placement Service when a student with an Education Health Care Plan (EHCP) is going to be absent through medical need. Ensuring that appropriate provision is made including coordination of the Annual Review.
- Ensuring close liaison with key agencies e.g. alternative education providers, to ensure that there is timely information about curriculum / work as requested.
- Facilitating opportunities for students with long term absence to be entered for public exams where this is practical and desirable.

The Director of Operations is responsible for:

- Ensuring, where appropriate, that risk assessments for students and staff supporting a student are carried out by an appropriate member of staff.



The Head of House / Assistant Head of House are responsible for:

- Monitoring absence and referrals to Education Welfare Service (EWS) and Medical Needs Team in respect of medical absence where appropriate.
- Providing the EWS/ Medical Needs Team with such information as is required to make a referral to an appropriate education provider. Obtaining parental consent for information to be passed to the EWO.
- Co-ordinating and monitoring the Medical PEP in collaboration with parents, EWO and Medical Needs Team and where appropriate the School Nursing Service.
- Promoting contact / links between home and school. This needs to take account of the wishes of the student and the parents e.g. ensuring those young people not accessing school are informed of social events, and where possible included in these; access to study support, e-mail contact etc.
- Ensuring liaison with the tutor and teaching staff.
- Undertaking risk assessments as appropriate.

The School Medical Administration Support is responsible for:

- Ensuring that all young people requiring medication and/or with chronic conditions, but who attend school regularly, have a Health Care Plan.
- Maintaining confidential medical records in accordance with data protection protocols.

The Attendance Officer is responsible for maintaining a list of young people who are absent due to medical needs and maintaining accurate attendance data in collaboration with the above staff

The School Nursing Service is responsible for:

- Ensuring that all young people requiring medication with chronic conditions, but who attend school regularly, have a Health Care Plan.
- Contributing to the Medical PEP and re-integration packages for young people in collaboration with the Head of House and the Medical Needs Team as appropriate.
- Networking with health professionals and signposting services to pupils and parents.
- Contributing to risk assessments as appropriate.

Monitoring and Evaluation

- The Deputy Head (Ethos) with responsibility for attendance monitors the provision for students with medical needs on a regular basis in collaboration with the Director of the Medical Needs Service.