

Ysgol Pentrehafod

Pentrehafod School



Policy for Supporting Children and Young People with Medical Needs

*Polisi ar gyfer Cefnogi Plant a Phobl Ifanc
ag Anghenion Meddygol*

Reviewed December 2019

Adolygu ddiw Rhagfyr 2019

Next Review December 2022

'Adolygiad nesaf Rhagfyr 2022

Reviewed by Mr D L Evans, Assistant Headteacher

November 2019



Introduction

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”

Pentrehafod School will be responsible for all children unable to attend school for medical reasons and they should be able to access education without stigma or exclusion.

The children covered in this policy will:

- 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 a clinically defined mental health disorder which causes them to be absent from school for a period in excess of 15 days where medical opinion states they are still unable to access mainstream school.

Aim

Our aim is to ensure that all students 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.

Responsibilities

Pentrehafod School has a designated contact B Davies, responsible for the education of students with medical needs, whose role it is to facilitate communication with all parties and ensure that the school is meeting the needs of all those identified.



Areas of responsibility will include:

- Maintaining a list of students with medical conditions in the School.
- Ensuring that contact is maintained with students and their families who are away from school due to illness for a period of less than 15 working days.
- Liaise with Learning Leader (via Mr M. Thomas) to set work, if they are well enough.
- Welcoming them back to school, ensuring that all staff are aware of their up to date medical situation. Liaise with Mr A Barrett and Mr M Thomas to ensure that any adjustments to accommodation and curriculum are made, together with ongoing monitoring of their situation and needs whilst in school.
- Keeping the EWO informed of all attendance issues regarding students where there are medical needs either physical or mental.
- Ensuring that the school register is marked appropriately
- Maintaining contact with the Local Health Board School Nurse

Referral to the Medical Needs Team

The Medical Needs Team will consist of;

- Student Attendance and Well-being (PAWB) Team Leader – Mrs B Davies (Senior Pastoral Officer)
- Mrs R Williams - ALNCo
- Emma McKenzie – EWO
- Mr. Matthew Thomas – Raising Standards Leader
- Mrs R Rees – Specialist Teaching Facility (STF) Co-ordinator
- Mr A Barrett – Business Manager

Students who will be absent from school for 15 working days, trigger intervention.

Educational provision will be made in collaboration with the services providing alternative education.



The school will hold, chair and document a planning meeting.

The designated staff member will be responsible for:

- Ensuring Medical Needs referral forms are completed and passed to the relevant agencies as quickly as possible.
- Drawing up an Individual Education Plan and ensuring that the child is on School Action Plus of the SEN Code of Practice.
- Arranging for a member of school staff to attend an initial meeting with the Medical Needs Team to plan the way forward.
- Ensure regular Half Termly review meetings are in place.
- Ensuring the prompt provision of work and resources and that it is relevant, appropriate and at a comparable level to work being done in school by peers in the same group.
- Passing on details of the child's special educational needs and a copy of the IEP
- Ensuring that the students who are unable to attend school because of medical needs are kept informed of parents evenings and are able to access homework clubs, study support and other activities.
- Encouraging and facilitating liaison with peers through visits, e-mails, letters and telephone calls.
- Ensuring that all children covered by this policy have access to statutory assessments, including guidance on the completion of coursework.
Organise special arrangements if necessary.

Parents/Carers and Children and Young People

Pentrehafod School will work with parents/carers and the individual student to manage any health care needs identified. Parents/carers will be full collaborative partners and will have access to information, advice and support during their child's illness. The student will also be involved in making decisions and choices. Students must adhere to the school policy on carrying their own medication.



Reintegration

Pentrehafod 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 student's reintegration. The plan will always have multi-agency approval.

Emergency Arrangements

There are qualified First Aiders. Monday to Friday 08.00am to 16.00pm

The school also has staff trained in Emergency First Aid throughout the school.

The following procedure should be used in an Emergency.

First Aider will assess any situation and will make the decision to call the Emergency Services if required.

If the student does not require an ambulance and it is safe to do so, the casualty will be taken to the Medical Room for Treatment.

Contacting Emergency Services

Dial 999 and ask for an Ambulance and be ready with the following information:

1. Your telephone number
2. Your location – Pentrehafod School, Pentremawr Rd, Hafod, Swansea
3. Your postcode – SA1 2NN
4. Give an exact location in the school
5. Give your name
6. Give the name of the student and a brief description of the symptoms
7. Inform Ambulance Control of the best entrance to the school and state that the crew will be met by a member of staff and taken to the incident.
8. Don't hang up until Ambulance Control tells you to.

Remember to speak clearly and slowly and not to panic.



Care of Students on crutches or in a cast

A student on crutches or in a cast on the leg must adhere to school policy for Health & Safety reasons and for their own well-being.

- On return to school the student must report to PAWB to complete a Personal Emergency Evacuation Plan (PEEP).
- The student must remain in the care of the Pastoral Supervisor, the Raising Standards Leader and the Year Learning Leader.
- The PEEP will include details of evacuation plan in the event of a fire alarm activation; utilizing refuge points.
- The student will attend all lessons, both on ground and first floor.
- Lift access to the first floor will be arranged.
- In the event of procedural difficulties students will remain on the ground floor and for all first floor lessons the student will attend the Library, where they will be provided with work and supervised accordingly.
- If the student cannot adhere to the policy, the student will be sent home on the grounds of Health and Safety.

Care of Students with Diabetes

Diabetes is a serious chronic condition with potentially life changing consequences if the student is not looked after correctly. It is therefore important that all staff are made aware of how to deal with the condition.

The diabetic student must be allowed to participate in all activities within the school and must be given the same opportunities as other students.

- All diabetic students must have a Health Care Plan drawn up by Mrs. S Bennett and in liaison with the Paediatric Diabetic Nurse Specialist.
- Students must keep all their equipment for blood glucose monitoring and the administration of insulin, on their person.
- Students must ensure their box is stocked with glucose drinks and biscuits to deal with an hypoglycaemic attack.
- Students must provide a Sharps box for the safe disposal of all the needles used.



- Students must be provided with a clean and safe area to test their blood and give themselves insulin.
- Students must be allowed to leave lessons with a buddy when they feel unwell or when they need to take their insulin.
- They may take a friend with them to early lunch.

Care of Students with Epilepsy

Epilepsy is a chronic condition which affects the electrical activity in the brain. It can take on many forms and can range from very mild to severely debilitating with potentially life changing consequences if the student is not looked after correctly. It is therefore important that all staff are made aware of how to deal with the condition.

All students with epilepsy must be allowed to participate in all activities within the school and must be given the same opportunities as other students. There may be some safety issues such as swimming and working at heights and these should be addressed at the time of writing the Health Care Plan.

- All epileptic students must have a Health Care Plan, drawn up by Mrs. Bennett and in liaison with the Paediatric Epilepsy Nurse Specialist, and specific to the needs of the student.

Care of Students with Anaphylaxis

This is a severe, life threatening condition where the student will have an allergic reaction to a substance. Students with this condition will need to inject themselves with an Epipen. An ambulance will ALWAYS need to be called when the Epipen is used.

All students with Anaphylaxis must have a Health Care Plan, drawn up by Mrs. Barrett and in liaison with the Paediatric Anaphylaxis Nurse Specialist, and specific to the needs of the student.



- Students must provide the School with Epipens and all relevant medication which must be kept in Reception in an unlocked cupboard.

All Staff

All Staff must take responsibility for finding the information regarding their students. All medical information on students is in SIMS/PARS in the student's record.

Involvement of Governors

This policy will be ratified by the Board of Governors
The policy will be reviewed annually.

This Policy was presented to Governors on **11th December 2019**.

It will be reviewed in **December 2022** or if National and Local Policy or Guideline is updated.

Signed.....

Mrs M Hughes
Chair of Governors