

# **Policy for the Support of Pupils with Medical and Mental Health Needs (including pupils who are unable to attend school)**

The school recognises that it has a responsibility to support pupils with medical and mental health needs when they are in school and also if they are not able to attend school full time and there is a need for alternative provision due to the child not being able to attend school for long periods of time.

## **Medical Needs**

The school follows the Department for Education's guidance on managing medicines in schools and early years settings:-

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf))

## **Responsible Person**

The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

## **Medicine in Perran-ar-Worthal School**

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication.

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at the time stated on the medical form provided by the parent.

## **Self-Management of Medication**

In certain circumstances the school will allow students to administer their own medication e.g. asthma kits. In each case this will be discussed with the parent/guardian/appropriate health professionals - and an assessment of risk will be considered.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication.

## **Emergency Asthma Kits**

This school does not hold emergency asthma kits on site.

## **Storage of Medicine**

Medicines will be securely stored in the locked fridge located in the office.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by the office staff or a member of the Leadership and Management Team.

### **Facilities for Medical Procedures**

Where a medical treatment may be necessary, one of two disabled toilets can be accessed for application or the main office can be used if available.

### **Training**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

### **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

### **Individual Healthcare Plans**

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers. Healthcare plans will be shared with all staff to ensure each child with a medical condition is known.

The needs of children with specific medical conditions which require specialist and intimate care as well as adjustments to the fabric of the building are covered by the school's Disability Access Plan, the Intimate Care Policy and within Individual Health Care Plans as they are specific to the needs of the individual child.

### **Risk Assessment**

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication

- Emergency procedures

### **Action in emergencies**

- Information on pupils with an IHP will be displayed in the school office and staffroom.
- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked:
  - The school's telephone number: 01872 863004
  - Your name
  - Your location: Perran-ar-Worthal School, School Hill, Perranwell Station, TR3 7LA
  - Provide the exact location of the patient within the school
  - Provide the name of the child and a brief description of their symptoms
  - Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
- Ask a member of staff to open relevant gates for entry.
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent or carer arrives. If they do not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

### **Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:

- Students have appropriate access to their medication whenever it is needed during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

### **Complaints**

Parents/carers are encouraged to contact the Headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

## Children with Health Needs Who Cannot Attend School

Under section 19 of the Education Act 1996, councils are responsible for arranging suitable education for pupils who, because of illness, would not receive suitable education without such arrangements being made. This section of the policy is based on the information provided in the Cornwall Policy 'Supporting Children Who Are Unable to Attend School Because of Medical/Health Needs' <https://www.cornwall.gov.uk/media/41104850/supporting-children-who-are-unable-to-attend-school-because-of-medical-or-health-needs-policy-november-2019.pdf>

Cornwall Council is committed to ensuring that all children and young people in Cornwall receive a suitable education in order to maximise the learning potential of each individual.

The named person responsible for the education of children with medical/health needs in Cornwall is: Sharon Hindley, Head of Education Access and Sufficiency; email: [Sharon.hindley@cornwall.gov.uk](mailto:Sharon.hindley@cornwall.gov.uk); Telephone: 01872 324927

Schools, parents and carers are encouraged to seek advice from Cornwall Council's Education Welfare Service if there is a concern that a pupil's educational needs are not being met. Schools can contact the Senior Education Welfare Officer (SEWO) for their area (East / West Cornwall) in order to obtain support, advice and guidance in relation to medical needs provision and their own responsibilities in supporting children with health needs, both generally and in relation to specific cases.

The Senior Education Welfare Officer will liaise with professionals within both health and education as appropriate in order to ensure pupils with health needs are able to access a suitable education.

[Frances.Valentine@cornwall.gov.uk](mailto:Frances.Valentine@cornwall.gov.uk) – Senior Education Welfare Officer for West Cornwall  
[Rita.Rowson@cornwall.gov.uk](mailto:Rita.Rowson@cornwall.gov.uk) – Senior Education Welfare Officer for East Cornwall.

If a child has an education, health and care (EHC) plan, contact should be made with the Statutory SEN Service [StatutorySEN@cornwall.gov.uk](mailto:StatutorySEN@cornwall.gov.uk)

## The School's Responsibilities

Schools are required by law to make arrangements to support any pupil a health/medical condition. Where a child is not able to attend school for medical reasons, the school will:

- Make reasonable adjustments to accommodate to the school timetable with regard to [www.cornwall.gov.uk/reducedtimetables](http://www.cornwall.gov.uk/reducedtimetables)
- Seek advice from medical professional and parents when considering if full-time education would not be in the best interests of the pupil due to their health/medical needs
- Contact the Community Hospital Education Service (CHES) for support and advice. Where a child is not able to attend school in excess of 15 days, continuously or cumulatively, the school will access the Wave Multi Academy Trust for support. [www.wavemat.org](http://www.wavemat.org)
- Ensure parents have provided the appropriate evidence (from a Medical Consultant involved in the pupil's care) to support a reduced timetable for their child due to medical/health needs.
- Submit a copy of the pupil's Health Care Plan when making a referral to CHES.
- Retain the pupil on the school's roll (dual registered)
- Maintain close links with the pupil's parents/carers, CHES and any other external agencies involved in the pupil's alternative provision.

- Be fully engaged in the reintegration programme when appropriate to the pupil's needs.

The school will also:

- host and chair regular review meetings (normally every 6 weeks)
- produce action plans and distribute notes of these meetings
- provide materials for an appropriate programme of work and work plans
- ensure that the Statutory SEN Service are informed when any child with an EHC plan is unable to attend to school due to medical / health needs and to liaise with them to ensure education provision is appropriate for the pupil's special educational needs
- maintain an education plan which records progress made towards a return to school. If the pupil has an EHC plan then the education plan should feed into this
- ensure appropriate arrangements, including entry and invigilation are made for all examinations
- provide the pupil's academic attainment levels including any relevant examination requirements
- make arrangements for any key assessment points
- assess coursework where appropriate
- facilitate career interviews where appropriate
- arrange work experience placements where appropriate
- provide a named teacher with whom each party can liaise, this may be the Special Educational Needs Coordinator [SENCO]
- provide a suitable working area within the school, when required
- be active in the monitoring of progress and the reintegration into school, using key staff to facilitate reintegration school
- ensure that pupils who are unable to attend school, are kept informed about school social events and are able to participate, if possible for example, in homework clubs, study support and other activities
- encourage and facilitate liaison with peers, for example, through visits and videos

## **Mental Health Concerns**

Perran-ar-Worthal School uses guidance from:

Mental health and behaviour in schools – November 2018  
[www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2](http://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2)  
NICE guidance on social and emotional wellbeing in primary education. - September 2016  
<https://pathways.nice.org.uk/pathways/social-and-emotional-wellbeing-for-children-and-young-people#path=view%3A/pathways/social-and-emotional-wellbeing-for-children-and-young-people/social-and-emotional-wellbeing-in-primary-education.xml&content=view-index>

to support this policy on mental health and wellbeing.

The school is aware that there could be children with mental health issues within the school and families for whom mental health is a significant problem.

Mental health and wellbeing is a term which covers a wide range of difficulties/situations faced by children and their families and include:

- Learning difficulties
- Emotional trauma
- Autism
- Attachment Disorder
- Attention Deficit Disorder
- Depression
- Anxiety
- Bipolar Disorder
- Obsessive Compulsive Disorder
- Bereavement
- Speech and Language Difficulties
- Low Self Esteem
- Poor resilience
- Gender Identity concerns
- Family break down
- Domestic Violence

All these conditions and situations, and many more, have a devastating impact upon the overall wellbeing of children in school, either directly or indirectly and they also impact upon their educational success. The Department for Education recognises that schools have a key role to play in supporting children to have resilience and to be mentally healthy.

Schools have a duty to promote the wellbeing of children.

Perran-ar-Worthal School recognises the eight key principles outlined in government advice in promoting good emotional health and wellbeing:

- Good leadership and management which sees this as a whole school issue and recognises its importance for both children and staff
- An ethos and environment which promotes respect and values diversity
- Curriculum teaching and learning which promotes and supports resilience and social and emotional learning
- Recognition of the power of the student voice in influencing decisions
- Staff development and training which supports personal wellbeing as well as that of children
- Effective identification and recognition of need
- Targeted and effective support
- Close working with parents and carers

At this school the following is in place to ensure that these principles underpin practice:

- Staff trained in Trauma Informed Schools (TIS)
- Staff trained in Thrive
- Jigsaw – PSHE curriculum used from EYFS to Year 6 on a weekly basis
- Emotionally available staff identified by pupils
- All staff informed of vulnerable pupils – updated at least weekly at staff meetings
- Healthy Schools award

Evaluation:

The effectiveness of this policy is monitored by the Headteacher and governor responsible for safeguarding and pupil wellbeing to ensure that it:

- Continues to effectively meet the needs of the children, staff and wider stakeholders of the school.
- Responds to any issues that have arisen which may impact upon the ability of the school to follow the principles of the policy
- Meets the needs of legislation and it changes and requires amendments to policy and procedures
- Meets the very particular needs of children and staff joining the school whose condition requires them to be recognised within the parameters of this policy.

This policy is reviewed annually by the governors to ensure that it meets the needs of the school.

## **APPENDIX 1**

### **Individual healthcare plan**

Name of school	Perran-ar-worthal CP School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### **Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### **Clinic/Hospital Contact**

Name	
Phone no.	

### **G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision



Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## APPENDIX 2

### Parental agreement for setting to administer medicine

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions or other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	Mrs Read (school secretary)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date:

### APPENDIX 3

#### Record of medicine administered to an individual child

Name of school	Perran-ar-Worthal CP School
Name of child	
Class	
Date medicine provided by parent	
Quantity received	
Name of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date	Time given	Dose given	Name of staff member	Staff initials