

# **Guidance for children and young people with long term medical and mental health conditions and non-health related reasons in schools across Kingston and Richmond**

This guide is to help you as a parent or guardian working in partnership with the school to ensure your child's success in their education.

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## Introduction

In December 2015, the Department for Education (DfE) published statutory guidance for governing bodies of maintained schools and academies in England to support pupils at school with medical [or other] conditions to be fully supported and play an active role in school life, remain healthy and achieve their academic potential.

**Department for Education: Supporting pupils at school with medical conditions. December 2015**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

Schools do not have to wait for a formal diagnosis before providing support to any child whose medical (or other) needs may make accessing the curriculum or attending school more tricky. In cases where a child's medical condition is yet to be confirmed, a decision will be needed about what support to provide based on the available evidence. This would normally involve considering some form of medical (or other) evidence and consultation in an initial meeting to consider how we work together and support a child to attend school and make any adjustments needed. Headteachers may, if appropriate, discuss and challenge the evidence taking into consideration Part 3 of the Children and Families Act (updates and details are in the special educational needs and disability code of practice: 0 to 25 years January 2015) to ensure that all relevant information has been considered prior to the implementation of a plan.

## Support in school

As outlined above, schools should have policies in place for supporting pupils with medical conditions (or other needs). These policies should be reviewed regularly and be accessible to parents or guardians and school staff. Making clear that every child or young person with a medical condition (or other needs) is different and will be treated as an individual. To this end, best practice would be for each young person to have an individual health care plan (IHCP).

### What is an individual health care plan?

An individual healthcare plan can help make sure your child's school supports their medical condition (or other needs) effectively. The plan can provide clarity about what needs to be done, when, and by whom, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed.

The school, healthcare (or other) professional(s) and parent or guardian should agree, based on evidence, when a plan would be appropriate.

As a parent or guardian, you should provide the school with sufficient and up-to-date information about your child's medical (or other) needs. You are a key partner and should be involved in the drafting, development and review of a plan, including providing medicines, equipment and ensuring another nominated adult is contactable at all times.

Your child will often be best placed to provide information about how their condition affects them. Your child should be fully involved in discussions about their medical (or other) support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Emergency medicine should only be given by a trained professional, such as a specialist nurse, unless a member of staff who has been appropriately trained as part of the IHCP. Professionals who can give it will be named in your child's IHCP. Some people will have a separate care plan for their emergency medicine. A copy of this should be kept together with the IHCP.

The school should keep a record every time your child is given emergency medicine. This should include what was given, how much, when and who by. The expiry dates on the medicine should be checked regularly.

### **How will the school react if your child is experiencing a medical emergency?**

The individual healthcare plan should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If any child needs to be taken to hospital, staff should stay with the child until the parent or guardian or a nominated adult arrives, or accompany the child if they are taken to hospital by ambulance.

### **How can your child's needs be supported during day trips, residential visits and sporting activities?**

Schools should consider what reasonable adjustments they might make to enable children with medical (or other) needs to participate fully and safely on visits. It is best practice to carry out a risk assessment to identify any steps needed to ensure your child with a medical condition (or other needs) is included. This will require consultation with you, your child and advice from the relevant healthcare (or other) professional to ensure that your child can participate safely.

### **Will my child receive any support during SATS, tests, GCSEs, nationals and other formal examinations?**

This will depend on the needs of your child. A child with a medical condition (or other needs), where appropriate may require separate invigilation so they can have for example; free access to toilets during examinations and / or 25% extra time.

If a student has been very unwell, hospitalised or had surgery, the exam board should be asked to give them special consideration. The DfE and examinations boards have guidance that schools should be familiar with.

Your child's medical team will provide a supporting statement describing your child's symptoms, side effects and the impact on their learning. Please see link below on reasonable adjustments:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance/access-arrangements-and-reasonableadjustments-2019-20>

## **What happens if your child is absent from school due to their medical condition [or other needs]?**

### **Parents' responsibility**

Under the 1996 Education Act it is the parents' responsibility to ensure that their child is accessing education either through school or otherwise.

- If your child is ill, you are expected to provide access to medical support for your child and inform the school so they know that they are unable to attend due to a specific medical reason. You are required to communicate regularly with school. The school will code the non-attendance as authorised if they have clear medical (or other) evidence.
- Where your child has medical or hospital appointments, you need to supply school with the evidence of these appointments. This will then be correctly coded as 'authorised absence' on the school register. Wherever possible you are expected to return the child to school after an appointment to reduce their time away from learning to the minimum.

If your child has had 15 days of non-attendance on grounds of ill health or other reasons and is unable to attend school, it is essential to discuss your child's individual needs and agree the most appropriate provision for them, based on their current health (or other) needs. The school could consider providing a suitable education through a remote learning offer and work being sent home, an application for IT learning, and if it's appropriate tuition in the home.

Schools may consider applying to our alternative provision service to receive their education when there is sufficient medical (or other) evidence to suggest that they are unable to attend school for health or other reasons.

A school should not encourage non-attendance such as by sending your child home frequently or excluding them from staying for normal school activities. This will only be justified if it is in accordance with your child's individual healthcare plan and is absolutely

necessary. The following guidance may help provide information as to the process schools will follow to ensure appropriate procedures are in place and followed:

[https://drive.google.com/file/d/10s8Zqu8930\\_Hbum1jWV8DTqyQL9QQi\\_G/view?usp=sharing](https://drive.google.com/file/d/10s8Zqu8930_Hbum1jWV8DTqyQL9QQi_G/view?usp=sharing)

### **Where can I get more information, advice or support?**

- Talk to your child's teacher or the school SENCO.

Looking at the Local Offer (local authority) on the following link:

[https://kr.afcinfo.org.uk/local\\_offer](https://kr.afcinfo.org.uk/local_offer).

Read Chapter 6 of the SEND Code of Practice – please see the following link:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.

- Educational visits advice can be found on [www.oeapng.info](http://www.oeapng.info).
- If your child also has special educational needs (SEN), you can find out more about SEN support by looking at the SEN policy on the school website.

**For further information and advice for children with special needs, contact Kingston and Richmond SENDIASS: <https://www.kids.org.uk/richmond-and-kingston-sendiass>**