



## **CAST Angling Project – Supporting Students with Medical Conditions and Special Educational Needs (SEN) Policy**

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### **Underpinning Guidance and Legislation**

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010 (Amended 2014)

### **Introduction**

This Policy was developed to ensure that CAST treat pupils with medical and special education needs correctly and in accordance with government guidelines.

### **Definitions of Medical Conditions**

Pupils' medical needs may be broadly summarised as being of two types:



Short-term - affecting their participation at school because they are on a course of medication.

Long-term - potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that CAST will provide effective support for their child's medical condition or special education needs and that student's feel safe.

COVID-19 - potential of Mental Health and Emotional and Social Needs to support and think about, for school refusers and those who are vulnerable. Those impacted physically if had the infection.

### **The Statutory Duty of the Governing Body**

The Governing Body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at CAST with medical conditions. The Governing Body of CAST fulfils this by: - And in line with changes made under Covid-19 regulations for vulnerable and those SEN/ECHP students.

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at CAST as any other child.
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition or special education needs impacts on their school life.
- Ensuring that the arrangements give parents and students confidence in CAST's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need.
- Ensuring that no child with a medical condition or special education needs is denied admission, or prevented from taking up a place in CAST because arrangements for their medical condition or special education needs have not been made. However, in line with safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so.
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented.



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- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and CAST staff (this policy).
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation).
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition or special education needs (see section below on procedure to be followed when notifications is received that a student has a medical condition).
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at CAST with medical conditions (see section below on individual healthcare plans).
- Ensuring that CAST policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at CAST with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support).
- Ensuring that the CAST policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs).
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on CAST premises).
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures).
- Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities).

Considering whether to:

- Develop transport healthcare plans in conjunction with the LA for students with life-threatening conditions who use home- to- school transport.
- Purchase and train staff in the use of defibrillators and Epi-pens.
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice).
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity).
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).



- All risk assessments are linked to student's needs.

## **Policy Implementation**

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the Governing Body. The Governing Body have conferred the following functions of the implementation of this policy to the staff below; however, the Governing Body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to Senior Managers. S/he will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

Senior Managers will be responsible for briefing relief Tutors, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

Mick Leivers, Project Director will be responsible in conjunction with Parents/Carers, for drawing up, implementing and keeping under review the Educational and Health Care Plan (EHP) for each specific learner and making sure relevant staff is aware of these plans.

To work with the Government Guidelines in line with Covid -19 impacts, Mental Health and support for vulnerable students.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

## **Procedures when Notified of Conditions/Diagnoses**

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For children being admitted to CAST for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In cases other cases, such as a new diagnosis or a child moving to CAST mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be



life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition or special education needs impacts on their school life. We aim to ensure that Parents/Carers and students can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to support actively students with medical conditions to participate in CAST trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition or special education needs is denied admission or prevented from attending the school because arrangements for supporting their medical condition or special education needs have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

CAST does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition or special education needs is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place:

### **Education, Health, and Care Plans (EHCP)**

EHCP's will help to ensure that CAST effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.



ECHP's will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their ECHP.

ECHP'S (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved whenever appropriate. The aim should be to capture the steps which CAST should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Schools' will ensure that ECHP's are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that CAST assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

During the Pandemic those who have ECHP have been risk assessed for need and CAST has worked with LEA and specific students to support where necessary, especially for those who have been away for some time due to isolation purposes or support our student's needs.

Parents/carers should provide the school/CAST with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's ECHP, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The Ofsted inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these students. Inspectors are already





briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools/CAST are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

All staff that are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the ECHP. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the ECHP's. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual plans). A First Aid certificate does not constitute appropriate training in supporting children with medical conditions. And have confirmed reading the CAST Medication Administration Policy.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

### **The Child's Role in Managing Conditions/Diagnoses**

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so, however no medication will be left with the child and delivered/picked up via Adult's only. This will be reflected in the ECHP.

Wherever possible children will be allowed to carry their own medicines, e.g. asthma inhaler, within reason; and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the cupboard in name which room to ensure that the safeguarding of other children is not compromised. CAST does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them. See CAST Medication Administration Policy.



If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in ECHP and CAST Medication Administration Policy. This will be noted on the recorded MARS's sheets if arises, and Safeguarding Officer/Managers made aware. Parents/Schools will be informed so that alternative options can be considered.

### **Managing Medication on CAST Premises**

- See CAST Medication Administration Policy.

### **Unacceptable Practice**

Although staff at CAST should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone suitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students from drinking, smoking, eating or taking toilet breaks whenever they need to in order to manage their medical condition or special education needs effectively.
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany the child.

### **Complaints**

Should parents\carers be unhappy with any aspect of their child's care at CAST, they must discuss their concerns with the school and CAST. This will be with the Tutor in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be





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brought to a member of leadership team, who will, where necessary, bring concerns to the attention of the Senior Director. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the CAST Complaints Procedures and Managing Allegations and Sexual Harassment Policy.

**Relevant Policies**

- CAST Medication Administration Policy
- CAST Complaints Policy
- CAST First Aid and Emergency Policy
- CAST Managing Allegations Policy
- CAST Anti-Bullying Policy
- CAST Safeguarding Policy
- CAST GDPR Policy