

Cheshire East Medical Needs Team

Introduction

This policy applies to children and young people of compulsory school age. This policy applies to all children who are pupils in maintained schools, academies, free schools, and independent schools who reside in Cheshire East.

In exceptional cases the Medical Needs Team may work with children and young people who are over compulsory school age but who may be placed out of cohort due to long-term sickness and require an additional year of study in order to complete an exam course.

This policy has been written in line with statutory guidance published by the Department for Education (DfE) 'Ensuring a good education for children who cannot attend school because of health needs' (January 2013).

The aim of the service is to deliver good quality short term intervention to improve the educational outcomes of young people with medical needs that prevent them from attending school full time. Our aim is to return a pupil to full time education within their home school at the earliest opportunity. In the first instance a pupil will be offered up to 2 terms support, working towards reintegration by the end of the second term or sooner.

In line with the statutory guidance referred to above:

'All pupils should 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 to keep up with their studies.'

Pupils covered by the guidance are those with physical illness or injury (for example cancer, chronic fatigue syndrome, preparing for or recovering from operations, recovering from road traffic accidents) and those who are in receipt of CAMHS (Child and Adolescent Mental Health) support at tier three or above.

The pupil will remain on the school roll throughout the process. The pupils should have **ongoing** medical support from specialist medical teams e.g. CAMHS, oncology, etc. Once the illness ceases and there is no ongoing medical intervention, the pupil will return to school, generally with a reintegration plan devised by all agencies concerned, based on their individual needs.

Procedure for referral:

The school will be responsible for referring pupils to the Medical Needs Team, by completing form MN1, once:

- A pupil has been absent for 15 days with illness or the school is aware that the pupil will be absent e.g. after a planned medical procedure;
- A pupil's attendance is less than 50% **and** they have an identified medical need; or
- They have been in hospital and are not well enough to return to school immediately.

This application must be supported by medical confirmation from one of the following health professionals:

- Consultant Paediatrician or Adolescent Psychiatrist;
- Consultant Child Psychiatrist;
- Hospital Consultant

N.B. Supporting evidence from a General Practitioner alone cannot be accepted at the point of referral although this may be used to evidence an ongoing medical need for the duration of the tuition.

The referring school is responsible for ensuring the fully completed MN1 form is sent to the Medical Needs Team. Schools must be aware that an incomplete referral cannot be accepted by the team and may cause a delay in initiating support for a young person.

Allocation of support

The allocation panel is made up of local authority officers and meets every three weeks. Dates of the allocation meetings are published in the school bulletin.

On receipt of the completed forms the allocation panel will consider the request at its next meeting. The panel will inform the school of its decision and if accepted will allocate a lead teacher who will be the link between the school and the Medical Needs Team.

Tuition

The amount of tuition will be determined by the particular needs of the pupil and the state of their health. One to one tuition is very intense and more can be achieved in a shorter period than in a normal classroom. The amount of tuition may also vary depending upon whether pupils can access on-line learning e.g. through the school website or other providers. The Medical Needs Team will review the allocation of tuition at each review meeting, in conjunction with the family, pupil, school and other agencies involved.

Initial meeting

Once support has been agreed **the school** should chair and document a planning meeting **prior to the commencement of** medical needs tuition to ensure effective joint working and appropriate education provision for the pupil. Where appropriate the school must consider initiating a CAF (Common Assessment Framework), which will ensure that the pupil and their family are able to access such early help support that may be relevant given their medical needs.

The Initial meeting should involve the pupil, parent / carer, appropriate school staff, the lead teacher from the Medical Needs Team and representatives of all the other agencies involved e.g. CAMHS, Family Support and School Health.

The meeting should decide:

- an agreed **education support plan** including how other agencies will contribute to an integrated support plan for the pupil;
- the approximate duration of the period of tuition (based on current medical information received);
- the subjects to be taught (Core Subjects/Levels);
- a named link with school and named subject links and contact details;
- resources to be provided by the school;
- the venue for tuition – at home; combination of home & school; any alternative venue such as community centre (to include risk assessment)
- examination entries (if appropriate);
- the responsibilities of parents during education provision;

- the terms and conditions for continued support of the medical needs service;
- a reintegration plan;.
- the date of review meeting (not more than 6 weeks from the beginning of tuition)

Once this meeting has taken place additional teachers may be allocated and tuition will begin.

Review

Review meetings should take place on a regular basis (about every 6 weeks) to re-examine the education support plan and to begin the process of reintegration as appropriate. If a CAF or other multiagency meeting is in place, the review can be held in conjunction with this, if deemed appropriate. Review meetings should be attended by;

- The pupil
- A representative from the Medical Needs Service
- A representative from the school or academy
- Parent or Carer
- Relevant agencies working with the family e.g. CAMHS/School Health

Responsibilities

The school retains funding for the pupil and so remains responsible for:

- Organising planning and review meetings;
- Ensuring that a named member of staff regularly liaises with the Medical Needs Team/attends half termly target setting and review meetings/facilitates and supports any planned reintegration programme;
- Ensuring half-termly work plans are available in all National Curriculum (NC) subjects which the pupil would normally be studying. Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group;
- Providing the Medical Education Team with appropriate learning resources to assist the pupil to learn and the teacher to teach;
- Ensuring the pupil and teachers have access, if appropriate, to the school virtual learning environment or other on-line learning opportunities e.g. My Maths;
- Exam entry fees;
- Making arrangements for public examinations and NC tests **including provision of invigilators;**
- Assessment & marking of coursework;
- Career interviews and guidance;
- Work experience placements and. ensuring that the pupil's attendance registration certificate is maintained in an accurate and timely manner;
- Ensuring the pupil remains part of school life, by e.g. sending home any information on activities, parents' evenings, school plays/concerts, etc.by facilitating contact where appropriate with school friends and members of the school staff;
- Planning appropriate reintegration strategies and informing colleagues;
- Issues related to a pupil's special educational needs;
- Ensuring that MN4 reports from the Medical Needs Team are sent to the appropriate subject staff to aid planning and to the attendance lead for accurate coding on the attendance register;
- Effective use of any Pupil Premium allocation.

Medical Needs Team will be responsible for

- Nominating a lead teacher who will have oversight of the education plan for the pupil;
- Ensuring the delivery of a suitable curriculum to meet the individual needs of the pupil. This will depend on pupil ability and the severity of the medical condition;
- Maintaining written monthly reports which may be made available to school, parents/carers, other agencies, etc. as required;
- Completing accurate attendance records and informing school of the timing of teaching sessions and any missed sessions or changes to the timetable;
- Facilitating the reintegration of pupils into school, through the transfer of teaching support into the school, if agreed through a planned reintegration programme;
- Providing support, where appropriate through the service outreach worker, to aid reintegration and/or access to alternative provision or services;
- Attending planning and review meetings;
- Liaising with parents/carers, the pupil and other agency professionals regularly to ensure effective partnership working;
- Liaising with health professionals to review the medical condition of the pupil;
- Reporting any safeguarding concerns to the referring school and copying in the Medical Needs Team safeguarding lead.

Parents/carers will be responsible for:

- Ensuring their child attends the agreed provision;
- Providing a suitable work space in line with the signed parental agreement;
- Supervising work set by the service outside of tuition hours and ensuring self study and work set by the tutor is completed;
- Attending planning and review meetings at school;
- Co-operating with the agreed reintegration programme;
- Ensuring that their child attends appointments with the health services and participates in any therapeutic programme they offer;
- Keeping school and the Medical Needs Team up-to-date with new information around the health of their child.

Withdrawal of tuition

The Medical Needs Team reserves the right to withdraw tuition if a pupil fails to attend or make themselves available for tuition on more than three occasions without a valid medical reason. Tuition will normally cease following a referral to the school's Education Welfare Officer who will make contact with the family to ascertain the cause of absence. Tuition may also be withdrawn if the pupil is failing to engage with the tutors.

The Team may also withdraw tuition if the pupil fails to keep appointments with, or ceases to follow the therapeutic programme recommended by health or any other relevant agency as part of a rehabilitation or reintegration package. Teaching/tuition sessions alone do not support a programme of reintegration nor can they give the pupil sufficient confidence to ensure a successful return to school.

Reintegration

It is in the long-term interest of the pupil to return to school or an identified alternative provision as soon as possible and the review process seeks to identify the appropriate time for this to happen for those with short-term medical needs.

Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group

Long term provision

If the medical needs of the pupil are such that a return to school is likely to be over a longer time period alternative provision will need to be considered to ensure that the wider educational needs of the pupil are being met. This may involve the school requesting an assessment for an Education Health Care Plan or a team around the child meeting to provide further resources to support the pupil.

Monitoring

The operation of the Medical Needs Team policy will be monitored regularly to ensure that the Policy is operating fairly, consistently and effectively.

Review

The policy will be reviewed in the light of operating experience and/or changes in legislation.

Useful Links:

Prepared by: Medical Needs Team

Date: January 2017

Revisions and reasons:

Review Date: January 2018

School Responsibility

Organising planning and review meetings	
Ensuring that a named member of staff regularly liaises with the Medical Needs Team/attends half termly target setting and review meetings/facilitates and supports any planned reintegration programme	
Ensuring half-termly work plans are available in core National Curriculum subjects for which the pupil would normally be studying. <i>Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group</i>	
Providing the Medical Education Team with appropriate learning resources to assist the pupil to learn and the teacher to teach	
Ensure the student and teachers have access, if appropriate, to the school virtual learning environment or other on-line learning opportunities e.g. My Maths	
Exam entry fees	
Arrangements for public examinations and NC tests including provision of invigilators	
Assessment & marking of coursework	
Career interviews and career guidance	
Work experience placements.	
Ensuring the pupil remains part of school life, by e.g. sending home any information on activities, parents' evenings, school plays/concerts, etc.by facilitating contact where appropriate with school friends and members of the school staff	
Planning appropriate reintegration strategies and informing colleagues	
Ensure that MN4 reports are sent to the appropriate subject staff to aid planning	
Issues related to pupil's special educational needs.	
Ensuring that the pupil's attendance register is accurate	
Completing any additional SEN assessments and initiation of CAF/EHCP if appropriate	
Effective use of any Pupil Premium funding	

Medical Needs Team

Nominating a Lead Teacher who will have oversight of the education plan for the pupil	
Ensuring the delivery of a suitable core curriculum to meet the individual needs of the pupil taking into account the pupils ability and the nature of the medical condition	
Liaising with the appropriate subject staff to ensure the pupil is following the appropriate curriculum	
Maintaining written monthly reports (MN4) which will be made available to school, parents/carers, other agencies, etc. as required	
Completing accurate attendance records, notifying school of sessions missed and liaising with the EW service.	
Facilitating the reintegration of pupils into school through a planned reintegration programme or access to alternative provision.	
Where appropriate providing support through the service outreach worker to aid reintegration and/or access to alternative provision or services	
Attending planning and review meetings	
Liaising with parents/carers, the pupil and other agency professionals regularly to ensure effective partnership working	
Liaising with health professionals to review the medical condition of the pupil and its impact on their learning	

Parents/Carers

Ensuring their child attends the agreed provision	
Providing a suitable work space in line with the signed parental agreement	
Supervising work set by the service outside of tuition hours and ensuring self study is completed	
Attending planning and review meetings at school	
Co-operating with the agreed reintegration programme	
Ensuring that their child attends appointments with the health services and participates in any therapeutic programme they offer	
Keeping school/Medical Needs Team up-to-date with new information	