

# **Local Authority Protocol**

## **Supporting Pupils at School with Medical Conditions**



**December 2016**  
**Introduction**

Tameside MBC is committed to providing a good education to all pupils regardless of circumstances or settings. Where a pupil is unable to attend school for medical reasons the local authority will work alongside schools, health professionals and parents to provide an alternative provision which will meet a pupil's individual needs, including social and emotional needs and enable them to thrive and prosper in the education system.

Wherever possible the local authority would look at education provision being provided by school to ensure continuity for pupils. However, it is recognised that in some circumstances that is not possible and provision for such cases will be considered by a case management panel on an individual basis.

## **The Statutory Framework**

**Section 19 of the Education Act 1996** provides that each local education authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise may not for any period receive suitable education unless such arrangements are made for them.

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

**Section 100 of the Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

**Equality Act 2010** also provides a context to Local Authority policies on education for children with medical needs and the need to comply with the equality duties.

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

**Ensuring a good education for children who cannot attend school because of health needs** - Statutory guidance for local authorities

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf)

## **Key Points**

- Tameside MBC has a duty to arrange full time education (or as much as the child's health condition allows) for children of compulsory school age who, because of illness would not otherwise receive suitable education.

- Once notified by schools that a child will be absent for 15 days or more, the local authority will work alongside schools & a health professional to ensure that suitable education is available. This will be achieved by allocating an Education Welfare Officer (EWO) to work with schools to monitor Individual Health Care Plans (IHCP) and if appropriate, as outlined below escalate to the multi-agency case management panel.
- The local authority, by way of a case management panel, will assess the needs of pupils that cannot attend school and provide alternative provision on an individual needs basis.

## **Definitions of Medical Conditions:**

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

- Short-term affecting their participation in school activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## **Role of Health**

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

## **Referral to the Service**

Where a pupil is absent for a period of 15 days due to a medical condition, schools are required to notify the local authority tracking officer. All referrals should be made using Annex B and emailed to [medicalenquiries@tameside.gcsx.gov.uk](mailto:medicalenquiries@tameside.gcsx.gov.uk) All referrals should be accompanied by an individual health care plan (IHCP) and must be supported by medical confirmation from one of the following health professionals:

Hospital Consultant  
Consultant Child Psychiatrist or Adolescent Psychiatrist

Schools should have made reasonable steps to meet the short-term needs of the pupil. Education provision should continue to be provided by school where possible.

The aim will be to increase education provision so as to provide as much education as a pupil's health condition allows. Where a pupil requires alternative provision, the overall aim, in all cases, is to reintegrate pupils back into mainstream education as soon as possible, through an individually tailored reintegration plan.

## **Local Authority Tracking**

Once the tracking officer receives notification of a pupil, this will be recorded on the pupil's record and an Education Welfare Officer (EWO) will be allocated to liaise with school.

The EWO will:

- Ensure school have completed an IHCP and that every effort is being made to enable the pupil to attend school. This may include an element of challenge.
- Ensure there is a date scheduled so that the IHCP is reviewed at least termly.
- Ensure that school have made reasonable adjustments to allow the pupil to access a suitable full time education (or as much as the child's health condition can manage) in line with statutory guidance "Supporting pupils at school with medical conditions. This may include arrangements for school

work being sent home for short periods of absence, a part-time time table or on-line learning.

- Monitor that the pupil's level of attendance is reviewed regularly and that appropriate codes are being used on the school register.
- Ensure that regular contact is made with the parent/carers and pupil.
- Where a pupil's school attendance declines, or at the discretion of any professional involved in the IHCP, who is of the opinion that the child may not be receiving suitable education in line with the law, the EWO will escalate the matter to the case management panel.

### **Case Management Panel**

- Where the EWO, school staff or any other professional involved in the IHCP require further intervention by the local authority, the EWO will refer the case to the Case Management Panel. This panel will be made up of local authority education officers & health professionals (including CAMHs workers). School staff may also be invited to attend.
- The panel will consider evidence provided by school, parents & medical staff and additional information will be provided on an individual basis as required.
- The panel will determine whether any alternative provision should be provided on a temporary basis. The intention in all cases will be to reintegrate the pupil back into mainstream provision on a full time basis as soon as possible.
- This alternative provision may consist of home tutoring, one to one tuition, and small group teaching in a specialised setting. Consideration will be given to providing transport where placement is other than the pupil's main base.
- The local authority may consider recouping some of the pupil's age weighted pupil unit funding (AWPU).

## **Responsibilities of the school**

Schools must have a medical policy reflecting statutory guidance (*Supporting Pupils at School with Medical Conditions December 2015*) and will nominate a named person who is responsible for supporting pupils with a medical need.

School will notify the local authority when a pupil is absent for a period of 15 days. However, the pupil **must** remain on the school roll. The named person should liaise with the local authority and continue to review the IHCP.

School remain responsible for all agreed examination entries and ensuring examination fees; arrangements should be made for pupils to sit GCSE examinations including invigilation & assessment of coursework;

Schools remain responsible for convening Annual Review meetings for those pupils who have an Educational Health Care Plan (EHCP);

## **Responsibilities of the local authority**

The LA will provide:

- A contact e-mail for all initial enquire to be sent.  
[medicalenquiries@tameside.gcsx.gov.uk](mailto:medicalenquiries@tameside.gcsx.gov.uk)
- A referral and tracking process of pupils who are absent from school for a period of 15 days, where the absence is caused by a medical condition.
- Support to school staff in monitoring & challenging pupil absence.
- Escalation to case management panel to ensure the pupil is receiving a suitable education in line with the law.
- When agreed by the case management panel, alternative provision and transport to any base other than the pupil's main base may be considered.
- Re-integration process that focuses on the child's physical & emotional health and education needs.

# ANNEX A

## Pathway for supporting pupils at school with medical conditions

Schools are made aware of a pupil with a medical condition from parent or health professional.

School to ensure they meet their statutory responsibilities as set out in the statutory guidance. This will involve liaising with Health professionals to develop an Individual Health Care Plan (IHCP). Within the IHCP school will need to establish if any absence relating to the medical condition is to be authorised or otherwise.

School must inform the Local Authority Tracking Officer when a pupil is absent for 15 days over any academic year if the absence relates to the medical condition. This information will be recorded on the ONE system.

An Education Welfare Officer (EWO) will be made aware of the pupil within 5 days by the tracking officer and will work with the school to ensure that:

- School have made reasonable adjustments to allow the pupil to access a full time education. This may include arrangements for school work being sent home for short periods of absence, part time timetable or on-line learning.
- That an IHCP is in place and has been written having taken the views of the health professional's parents / carers / pupils.
- There is a date scheduled so that the IHCP is reviewed at least 6 monthly
- The level of attendance is reviewed regularly.
- Regular contact is made with the parent/carers and pupil.

Where necessary, the case can be referred, via the EWO, to the case management panel. The panel will consider each case on individual need and will allocate appropriate provision. The school will be invited to attend the panel meeting and be notified of the outcome.

## Annex B

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| <b>ABSENCE FOR PUPILS WITH MEDICAL CONDITIONS<br/>School Referral Form</b> |
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Name of Pupil \_\_\_\_\_ DoB: \_\_\_\_\_

Name of School \_\_\_\_\_

Please attach pupil registration certificate

Provide brief details of pupil's medical condition:

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Does school have an Individual Healthcare Plan IHCP in place for this pupil? Yes / No  
*Please attach if available*

Provide details of any special arrangements in place at school

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