



**Children with Health  
Needs  
Who Cannot Attend School  
Policy**

**July 2024 - 2026**

## **Our School Vision and Values**

Our Christian faith underpins the life of the school, and through God's enduring love, we create a nurturing and caring environment where our pupils develop in body, mind and spirit.

Through love, patience and kindness, our children are encouraged to learn and grow together to realise their full potential.

**"I can do all things through Him who strengthens me."**

Philippians 4:13

**Through our School Values, we foster:**

**The Love of learning,**

**love for one another and**

**love for God**

# **Contents**

1. Aims
2. Legislation and guidance
3. The responsibility of the school
4. Monitoring arrangements
5. Links to other Policies
6. Appendices

## **1. Aims**

This policy aims to ensure that:

Suitable education is arranged for pupils on the roll who cannot attend school due to health needs.

Pupils, staff and parents understand what the school is responsible for when the local authority is providing this education.

## **2. Legislation and guidance**

This policy reflects the requirements of the Education Act 1996, and statutory guidance, including, but not limited to, the following:

- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

Consideration will also be given to any guidance from Hackney Education

### **Definitions of Medical Needs**

#### **2.1. Children who are unable to attend school as a result of their medical needs may include those with:**

- Physical health issues.
- Physical injuries
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Social Emotion Mental Health.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

#### **2.2. Children who are unable to attend mainstream education for health reasons may attend any of the following:**

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions
- Where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs

### 3. The responsibilities of the school

The general good practice derived from [DfE guidance](#).

#### Identification of Medical Needs

- The parents will identify most medical needs in consultation with a medical professional outside school.
- Any medical concerns the school has about a child will be raised with the parents and reported to the school nurse. Most parents will wish to deal with medical matters themselves through their GP. In some instances, the school, after consultation with the parent, may write a letter to the GP suggesting a referral to a multi-disciplinary centre such as the Hackney Ark, where a full paediatric assessment can be carried out.
- When pupils enter the school, parents and children are offered the opportunity of attending a personal interview with the school nurse.
- The school will work closely with other professionals to ensure good communication and liaison. At this meeting, parents can seek advice on the health of their child.
- Parents are expected to inform the school on the first day that the child is absent. If an absence lasts a full week or longer, the parent must produce a medical certificate.
- The school nurse has termly meetings with the Inclusion Manager at which the Medical Needs Register is reviewed and health matters discussed.

#### Absence as a result of a Medical Condition

- Parents are advised to contact the school on the first day their child cannot attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- In cases where pupils are absent for periods **less than 15 working days**, parents will follow the normal arrangements for informing the school. If the length of the period of absence can be anticipated, it may be appropriate for the school to provide the pupil with a pack of work to do at home. The school will upload work on to the class page of the pupil who is unable to attend school because of the illness.
- The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil can cope with it or part-time education at school
- For hospital admissions, the appointed staff member will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.
- Where an absence exceeds **15 working days**, the school will inform the Education Attendance Service. Parents will need to provide the school with a letter from a medical consultant containing details of the medical condition or intervention and information about the estimated period of absence. The school will also contact the Hackney Education Medical Needs Tuition Service for any child who cannot attend school due to physical or mental health needs; please call the Medical Needs Tuition Service

Coordinator, Juliette Harries, on 07827 282 436. Additionally, they can be emailed at: [mn.tuition@hackney.gov.uk](mailto:mn.tuition@hackney.gov.uk)

- If a pupil is to be admitted to hospital for a period longer than 5 working days, the Inclusion Manager will contact the Hospital School and consult with the staff there to ensure continuity of the pupil's education.

### 3.1 If the school makes arrangements

#### Arrangements for Access to Education in the Case of Long-Term Absence

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

- Parents/carers must **inform the school** at the earliest opportunity if it is anticipated that an absence will be long-term (longer than 15 working days). The inclusion manager will consult parents and child about any arrangements for continuing education made for the pupil.
- After speaking to parents/carers, the Inclusion Manager will contact the **Hospital School and/or Medical Needs Home Tuition Service**.
- However, where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.

The Inclusion Manager will then send on any documentation that will inform staff about the pupil's needs, enabling them to plan appropriate provision. Information sent will generally include:

- curriculum targets
- a current Individual Education Support Plan if the pupil has one
- extracts from the latest Annual Review (pupils with EHCP only)
- send work home, hospital schools
- The school, with the parents' cooperation, will maintain contact with pupils unable to attend school. This will enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school). It may be possible for a video to be made and a copy sent to the hospital or home.
- In certain instances, a child's class teacher may be able to send material to the education provider that will help keep the absent pupil up to Date with topics being covered in class.
- The school will continue to **monitor the progress of pupils** unable to attend. The Inclusion Manager will be responsible for making and monitoring these arrangements. This will be done through discussions with teachers working with the child out of school and examining work samples (where appropriate).
- In cases of extended absence, the Inclusion Manager will arrange for a review to be held attended by the pupil's parents, the education provider and the class teacher.

### 3.2 If the local authority makes arrangements

If the school can't make suitable arrangements, Hackney local authority will become responsible for organising suitable education for these children. The LA must arrange suitable full-time education for children of compulsory school age who would not receive suitable education without such provision because of illness. The school must support the LA

in doing so.

- Hackney Education Medical Tutoring services will take over responsibility for pupils' education when the absence is more than 15 days. Parents/carers must **inform the school** at the earliest opportunity if it is anticipated that an absence will be long-term (longer than 15 working days).
- Address the needs of individual pupils in arranging provision.
- If the pupil is temporarily absent (or due to be absent) for at least 15 consecutive school days (in a row) or absent (or due to be absent) for at least 15 days over the course of the current academic year - due to medical reasons, including mental and physical ill-health. The Inclusion Manager, the person responsible for pupils with medical health needs, will notify the LA and refer the child to the Hackney Medical Needs Tuition Service.
- Amy Bliss, the inclusion manager will make sure that the referral is supported by medical guidance from a Consultant Level Doctor (not usually a GP) for physical health conditions or a CAMHS clinician for mental health needs as required by Hackney Education.
- **Home Tuition** will start as soon as practicable. Pupils educated at home will receive a minimum of 5 hours of teaching per week. This is intensive one-to-one teaching and usually is as much as a child recovering from illness, injury, or surgery can benefit from. In exceptional cases, the amount of tuition may be increased if the Home Tuition Service has the capacity.
- Hackney will review the provision regularly to ensure that it is appropriate for the child and provide a suitable education.

**In cases where the local authority makes arrangements, the school will:**

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
  1. Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
  2. Create individually tailored reintegration plans for each child returning to school
  3. Consider whether any reasonable adjustments need to be made

**Reintegration following Absence for Medical Treatment**

- As with the notification of absence, it is very important that [parents give the school as much notice as possible about the pupil's date of return to school.

- The school will draw up an individually tailored reintegration plan in collaboration with the LA in advance of the pupil's return to school to plan for consistent provision during and after the period of education outside school.
- If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the plan's timeline by the appointed staff member to ensure they can prepare to offer any appropriate support to the pupil.
- This plan will set down any new procedures that need to be followed and ensure any additional equipment is in place. Particular attention will be given to handling and lifting. The support staff will be given appropriate training. All agencies involved with the pupil must contribute to the drawing up of the plan. In some cases, it will be necessary to have outside professionals on-site when the child first returns.
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.
- For some children, **reintegration will be a gradual process**. A pupil might start with a short visit to the school and gradually increase the time spent in class as s/he builds up stamina. Where mobility and independence are reduced, or where additional medical procedures are involved, a preliminary visit will help establish whether there are any safety issues that need to be resolved before a date is fixed for the pupil's return.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period
- If it seems as though a pupil will have significant medical needs for the foreseeable future, it may be necessary to consider making a request for **statutory assessment** under the Code of Practice (Pupils with Medical Needs). There will be a consultation with the parents on this matter.
- Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.
- Information sharing
- It is essential that all information about pupils with health needs is kept up to date.
- To protect confidentiality, all information-sharing techniques, e.g. staff notice boards will be agreed upon with the pupil and their parents in advance of being used according to the data protection Policy.
- The inclusion manager will provide teachers and support staff with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via a noticeboard in the staffroom.

## Catering for Pupil's Medical Needs in School

### Medical Boxes

- All classes will have a medical box. The medical box will hold a medical register for the class, Care Plans for the pupils on the medical register and it will also hold medication and paraphernalia including Asthma inhalers.
- The majority of children who have medical needs can **attend school regularly** and do not have to undergo extended periods of treatment.
- Parents of new pupils are required to complete a form that gives **information about individual medical needs**. Parents must return this form so that any necessary preparations can be made.
- Each year, a similar form will be sent out to keep medical needs information current.
- Information supplied by parents is transferred to the **Medical Needs Register**, which lists the children class by class. A copy of the class Medical Needs register is kept inside the medical box, which is held in the classroom. Both the medication and the medical register will be readily available to the staff.
- There will also be a copy of the Medical Needs Register kept in the medical room. Fuller details are given on a 'need to know basis. Confidentiality is assured by all members of staff.
- Staff must familiarise themselves with the medical needs of the pupils they work with. **Training** will be provided in connection with specific medical needs so that staff knows what precautions to take and how to react in an emergency.
- The school has a number of **First Aiders** who regularly attend refresher courses.
- All staff are trained to deal with First Aid incidents with protective gloves using universal procedures. There is no obligation for a pupil. Parent or carer to disclose their HIV or hepatitis status to teachers, TAs or other staff unless they feel this would be of help to the pupil. Any information shared will be treated in confidence. All staff will receive awareness training about these conditions.
- Before taking **children off the school premises**, the staff member will ensure the guideline checklist is followed and that in charge will check any medication or equipment that needs to accompany pupils is safely packed. The school policy on educational visits will be followed along with the Hackney Education guidelines on 'Educational Visits and Pupils with SEN and Medical Needs'.
- **Medications** such as inhalers are kept in the medical box in the classroom where pupils will have easy access to their medication like asthma inhaler, and are taken under supervision. Parents are expected to administer medicines themselves, but in very specific circumstances and after suitable training, the school may agree to administer certain medicines, e.g. EpiPen. Parents must give written permission for any medication, prescriptive or non- prescriptive, to be given to a child. Pain killers (Analgesics), including Aspirins, Paracetamol may not be given to children.

- Parents must reach an agreement with the school before sending in medication. It is the responsibility of parents to ensure that medicines are not out of Date. The school uses the agreement forms and advice recommended by the DfE and Department of Health' Managing Medicines in Schools and Early Years Settings.
- Children with more complex medical needs may require a **care plan**. This will be drawn up in consultation with parents and outside professionals. A delegated member of the support staff will supervise the carrying out of the plan.
- Pupils who have to carry out regular **exercise programmes** will be supervised by a member of staff who will have received training from an appropriate professional. Where necessary, pupils will be provided with an exercise bed and a degree of privacy whilst carrying out their exercises.
- Pupils who need **special arrangements for toileting and personal care** will be assisted by a trained member and use one of the school's specially adapted toilets. Protective gloves and aprons will be provided for staff, and procedures to be put in place for the disposal of soiled nappies and used catheters. Pupils are encouraged to develop as much independence as possible in connection with Personal care. We follow the Learning Trust guidelines.

#### **4. Monitoring arrangements**

This policy will be reviewed annually by the leadership team and inclusion Manger. At every review, it will be approved by the full governing board.

(The DfE advises that you review this policy annually in its [list of statutory policies](#).)

#### **5. This policy links to the following policies:**

Accessibility plan

Supporting pupils with medical conditions

SEN Policy/ Send Information

Complaints

Equality information and objectives

First aid

Health and safety

Safeguarding and Child Protection

Data Protection Policy

Supporting Pupils with Medical Conditions

#### **Further information is available from:**

The Inclusion Manager

**Last reviewed on:** July 2025

**Next review due by:** July 2026

## Appendices

### Appendix 1 – Letter - Health and Care Plan, e.g. for children’s medical conditions, i.e. Asthma

Homerton University Hospital   
NHS Foundation Trust

**School Nurses Office**  
St. Leonard's Hospital  
D Block, 1<sup>st</sup> floor  
Nuttall Street  
London  
N1 5LZ  
Tel: 020 7683 4991

Dear Parent / Carer,

All children who attend school in City and Hackney and have medical conditions requiring support from the school staff require a Health Care Plan.

Please find enclosed a copy of the first draft of your child's Health Care Plan. Please can you read through the care plan, and ensure that it meets the needs of your child while in school. Please feel free to include additional information or cross out any information that does not apply, and return in a sealed envelope through the school reception. It will be updated and returned to you to sign.

It is important that your child's care plan is updated and signed off by you before it can be used by school staff. Please return the care plan to the school office as soon as you have signed it.

The final copy of the care plan will be counter signed by school staff and School Nurse and a copy will be sent to you.

**Please notify the school nurse of any changes to the care of your child or if there are any changes in medication dosage or frequency of the medication stated on the health care plan or if the medication is stopped.**

Please do not hesitate to contact me if you have any questions.

**Yours Sincerely**

**School Nurse**

## CARE PLAN FOR ASTHMA

**Name of School:** St John of Jerusalem COE School

<b>Child's Information</b>	
Child's Name:	<b>[INSERT CHILD PHOTO HERE]</b>
Group/Class/Form:	
Date of Birth:	
Emergency Contact Name:	
Emergency Contact Telephone No.:	

<b>Date of Assessment</b>			
<b>Care plan completed by:</b>	<b>Designation:</b>	<b>Date:</b>	<b>Review date:</b>
<b>Care Plan Reviewed By:</b>	<b>Designation:</b>	<b>Date:</b>	<b>Review Date:</b>
	School Nurse		

<b>Family Contact Information</b>		
Name	Relationship	Telephone

<b>Clinic/Hospital Contact</b>	
GP: DR --	GP Practice:

GP Phone Number:	
Hospital Dr/Specialist:	Specialist Phone Number:

<b>Medical Diagnosis or Condition</b>
ASTHMA

<b>Medication</b>
SALBUTAMOL INHALER 2 PUFFS BEFORE PE

<b>Describe medical needs (triggers)</b>																		
(.....Name ....) has Asthma and is likely to have an asthmatic attack while in school via the following triggers:																		
<b>Triggers</b>																		
<table border="1"> <tr> <td>• Hot/cold/damp weather</td> <td></td> </tr> <tr> <td>• Exercise</td> <td></td> </tr> <tr> <td>• Illness</td> <td></td> </tr> <tr> <td>• Fur &amp; Feathers</td> <td></td> </tr> <tr> <td>• Fur &amp; Feathers</td> <td></td> </tr> <tr> <td>• Chemicals</td> <td></td> </tr> <tr> <td>• Dust</td> <td></td> </tr> <tr> <td>• Stress</td> <td></td> </tr> <tr> <td>• Pollution</td> <td></td> </tr> </table>	• Hot/cold/damp weather		• Exercise		• Illness		• Fur & Feathers		• Fur & Feathers		• Chemicals		• Dust		• Stress		• Pollution	
• Hot/cold/damp weather																		
• Exercise																		
• Illness																		
• Fur & Feathers																		
• Fur & Feathers																		
• Chemicals																		
• Dust																		
• Stress																		
• Pollution																		

<b>Symptoms</b>
(.....Name.....) experiences the following symptoms when having an asthma attack:
<ul style="list-style-type: none"> <li>• Difficulty breathing</li> <li>• Wheeze</li> <li>• Shortness of breath</li> <li>• Coughing</li> <li>• Tightness in chest / Stomach ache</li> </ul>

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

School staff to take the following procedure if any of the above symptoms occur:

1. If these symptoms occur, sit..... down and loosen any tight clothing
2. Help ..... to take their usual dose of reliever inhaler immediately, preferably through a spacer
3. Sit ..... upright
4. Get them to take slow, steady breaths
5. Keep calm and try to keep them calm
6. Do not leave them unattended
7. If there is no improvement immediately, continue to give two puffs of reliever inhaler every two minutes, up to 10 puffs.
8. It --- does not start to feel better after taking the reliever inhaler as above, or if you are worried at any time call 999.
9. If an ambulance does not arrive within 10 minutes repeat step 7 while you wait.
10. Contact their parents or carers and inform them about the situation.

<b>Care Plan Responsibility</b>	
SENCO	<ul style="list-style-type: none"> <li>• Ensure that school staff receive appropriate training as required</li> <li>• Ensure that ----- care plan is accessible to relevant staff as required</li> <li>• Check that medication within school has not expired</li> </ul>
School Health Service	<ul style="list-style-type: none"> <li>• School nurse to ensure that ----has up to date care plan in school.</li> <li>• School nurse to liaise with parents and school to update care plan</li> <li>• Care plan to be reviewed as soon as there is any change to care or minimum - yearly.</li> <li>• School doctor to review -----as necessary</li> </ul>
Classroom Staff	<ul style="list-style-type: none"> <li>• Administer medicine as prescribed if -----has an asthma attack</li> <li>• Manage condition of ---- if experiencing an asthma attack</li> <li>• Stay with the child</li> <li>• Call for help if necessary</li> <li>• Provide reliever inhaler</li> <li>• Contact carer/parent</li> </ul>
Parent	<ul style="list-style-type: none"> <li>• Up to date medication in school - check expiry date on medication</li> <li>• Parents to inform School Nurse and school staff of any changes to child's care</li> <li>• Parent to ensure that all medication is brought to school as dispersed in the original packaging with clear instruction.</li> </ul>



