




# Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

## Education of Pupils with Medical Needs Policy

### March 2025

<b>Document history:</b> Reviewed by Beth Fudge Reviewed by Jane Marshall Reviewed by Jane Marshall Reviewed by Jane Marshall and Emma Betts Reviewed by Jane Marshall and Emma Betts	April 2016 May 2019 March 2023 March 2024 13 March 2025
<b>Safeguarding review: Toni Harris</b>	24 March 2025
<b>Ratified by the Governing Body on:</b>	26 March 2025
<b>Review date: Annually</b>	March 2026
<b>Signed: Rob Cooke</b>    <b>Chair of Governors</b>	

This policy applies to all pupils who are physically ill or injured and those who have mental health problems. It should be used in conjunction with the Safeguarding and Child Protection Policy.

The pupils fall into four groups:

- Unexpected acute illness such as accident, a range of physical complaints: cancer, heart disease, liver and bowel and bone disorders;
- Recurrent conditions such as diabetes, asthma, serious allergies and metabolic disorders;
- Congenital disorders such as haemophilia and cystic fibrosis;
- Mental health related problems manifest in eating disorders, school phobia/school anxiety disorder, acute anxiety and depression;
- ME (Chronic fatigue disorder)

SENDco is the named person responsible for dealing with pupils who are unable to attend school because of medical needs. She will be the contact within the school to aid communication with other parties, to attend reviews, and to facilitate communication generally between the pupil and the school.

The school will notify the Schools Liaison Officer (Attendance) if a pupil is, or is likely to be, away from school due to medical needs for more than 15 working days.

The school will collect evidence and refer the pupil to the local Health Needs Education Service, The Rosewood School, [k.hales@trs.kent.sch.uk](mailto:k.hales@trs.kent.sch.uk)

The 'home school' staff will be alerted to the need to prepare work for regular collection and a Personal Education Plan will be drafted.

A meeting will be arranged to discuss the provision, complete a risk assessment, finalise the PEP and organise a date for the first review. Both parents and pupils will take an active part in drafting and reviewing the PEP.

The school will provide information about records of achievement and curriculum for individual pupils promptly to facilitate continuity and enable suitable education to continue.

In cases of long term absence, the school will provide assessment and curriculum plans within 5 working days and work programmes on a termly basis.

The school will ensure that the pupil's special educational needs are identified, assessed and met in line with the SEN Code of Practice.

The school will monitor pupil attendance and mark registers so that they show if a pupil is receiving education otherwise than at school.

The school will be responsible for registration and records for SATs at both Key Stages, although the pupil may take the test at a Hospital School or at home.

The school will be as proactive as possible in order to welcome the pupil back into school and assist successful integration. It will arrange peer group contact during an absence, for example cards, letters, videos and invitations to school events. Both parents and pupil will be consulted about concerns, medical issues, timing and pace of return.

### **Review**

This policy will be reviewed annually following discussions with the Headteacher and other colleagues. Any amendments will be presented to the whole staff and to the appropriate committee of the governing body before implementation.