



EOTAS

Medical Needs Policy

A framework for keeping safe and healthy

**The Ealing Tuition Service (EOTAS)
Medical Needs Policy**

Contents

Educational Provision	3
Referral Procedures	3
Hours of Education Provided	3-4
Monitoring of Attendance	4
Management Structures and Staff Responsibilities	4
Access to Public Examinations	5
Arrangements for SATs	5
Arrangements for Public Examinations	5
Reintegration Procedures	5-6

The Ealing Tuition Service believes equality of education involves pupils in a full range of learning experiences and opportunities which appropriately challenge them. All pupils regardless of their physical and mental state of health are entitled to access a broad and balanced curriculum. Our prime aim is to ensure continuity in the child's or young person's education by establishing close and effective liaison with the home school and all other parties involved in the pupil's education and care.

Educational Provision

The Ealing Tuition Service has a small dedicated teaching team of teachers for sick children. This team is part of the larger service providing Education Otherwise Than at School (EOTAS) – Head Teacher, Tracie McNeil.

This team provides a combined hospital and home tuition service. There is both group and individual tuition provided at Ealing hospital. This is mostly for in-patients but can include some outpatients. Sick children not in hospital are taught individually at home.

The curriculum for each child is individually devised, taking account of the child's needs and views, as well as those of the child's parents/carers.

For pupils with a Statement of Special Educational Needs, we follow the procedures laid out in the Code of Practice on the Identification and Assessment of Special Educational Needs (November 2001) and differentiate the curriculum accordingly.

Referral Procedures

Children who are referred to the service will be in one of two groups:

- those with an illness/diagnosis which indicates a prolonged hospitalisation or a minimum 15 day period at home because of illness
- those whose illness necessitates recurrent hospital admissions and subsequent home stays.

On admission to the Children's Ward at Ealing Hospital, children are registered by the hospital teacher and tuition commences at the next available session, provided that the child is well enough.

Referrals for home tuition are sent by schools and hospitals on a standard pro forma to the Head of EOTAS, Tracie McNeil, for allocation at the fortnightly EOTAS Placement Meeting. All referrals must be supported by a letter from the relevant consultant. Home tuition begins once the Assistant Head of Ealing Tuition Service, formally Pupil Support, has made a risk assessment visit to the home and has deemed home arrangements to be suitable.

Hours of Education Provided

The schoolroom at Ealing Hospital is open daily for three hours each morning.

Following the guidance contained in DfES Circular 'Access to Education for Children and Young People with Medical Needs' (November 2001), the Ealing Tuition Service, offers up to ten hours teaching per week to pupils on home tuition. (This may be subject to legislative change)

Home or hospital tuition continues while the child is part of the target group and is well enough to access the provision. When the child has recovered sufficiently to return to his/her home school, then procedures to ensure smooth reintegration are implemented.

Monitoring of Attendance

Pupils with medical needs are on dual roll; they remain on the roll of their home school but are also registered by EOTAS. If a child receiving home tuition is well enough, he/she can attend the home school; the child is registered at the Ealing Tuition Service using a 'C' to indicate that, on that particular day, he/she has not accessed the home tuition service. On the other hand, if a child misses home tuition on medical grounds (because of treatment or being too unwell) then he/she is registered with an 'M'. Liaison between the Ealing Tuition Service and the home schools ensures that attendance is closely monitored.

Management Structures and Staff Responsibilities

The team of teachers responsible for pupils with medical needs is line-managed by the Assistant Head of Ealing Tuition Service (Pupil Support) who, in turn, reports to the Head of EOTAS. The Assistant Head is also a member of the EOTAS Senior Leadership Team. Policy and strategic development of the provision for children with medical needs is discussed at the EOTAS Placement Meetings and Senior Leadership Team meetings.

When a referral is made and allocated to the Assistant Head of Ealing Tuition Service, it is then his/her responsibility to contact the parents/carers of a referred child and to arrange an initial visit; a full assessment of educational needs and health and safety issues is made at this time. If all is satisfactory, the referral is passed on to the teaching team.

The Assistant Head of Ealing Tuition Service is available, if required, to attend reviews and to facilitate communication with other parties and external agencies.

Of the team of teachers, one takes responsibility for the hospital schoolroom whilst another tutor coordinates the home tuition. All teachers are responsible for:

- liaising with home schools and relevant hospital schools regarding the curriculum and National Curriculum levels at which a pupil is working. This ensures that an appropriate curriculum is delivered and continuity of education is maintained for every pupil.
- developing personal education plans
- planning lessons and liaising with home schools to obtain appropriate resources to ensure the delivery of a broad and balanced curriculum
- drawing up lesson timetables for individual pupils
- regularly reporting back to the home school regarding general progress
- working with home schools to plan smooth reintegration into school

Access to Public Examinations

We encourage pupils with medical needs, who are well enough, to enter appropriate public examinations. In conjunction with home schools, the Ealing Tuition Service ensures that pupils follow the relevant syllabus and complete necessary coursework

Arrangements for KS2 SAT's

Sick pupils who are well enough and willing may take KS2 SAT tests at their home or school. Pupils admitted to hospital may take these tests at a hospital schoolroom, with the consent of the home school and the provision by them of the relevant papers. Security of test papers is safeguarded and strict examination procedures followed.

Arrangements for Public Examinations

Arrangements for public examinations are a matter of liaison between the following:

- the pupil concerned
- parents/carers
- medical teams at hospitals providing treatment
- the home school
- hospital schoolrooms
- EOTAS examinations officer
- The Ealing Tuition Service home tuition service

The pupil's medical team decides whether he/she is well enough to sit the examination and issues a letter stating their decision.

If a child is deemed not well enough to take the examination, the letter is forwarded to the home school. Home school staff negotiate with relevant examination boards to establish possible grades to be awarded.

If a child is well enough to take examinations and to travel to his home school, this is arranged if possible. Otherwise, arrangements are negotiated with a suitable hospital schoolroom which is a designated examinations centre. In either of these cases, special considerations, e.g. extra time, amanuensis, breaks etc, may be applied for to the examinations board. The consultant's letter supports such a request.

In exceptional cases arrangements may be made to sit public examinations at the pupil's home.

Reintegration Procedures

It is recognised that returning to school after a period of illness can be emotionally stressful for a child or young person. The aim is to ensure that the return is as smooth and stress-free as possible by:

- developing liaison and effective communication between home tuition staff and home school staff (Head of School, Head of Year, SENCO, class teacher, administrative and welfare staff).
- consulting with the child and carers about concerns and medical issues, such as taking medication in school, the pace of the return to school etc
- meeting with key staff at the home school in order to iron out concerns which school may have, such as facilities at playtime, access to PE, academic and social support, possibly a reduced curriculum etc

Ealing tuition service (EOTAS)

- setting up flexible reintegration arrangements so that the child feels confident and secure about returning to school
- offering the initial in-school support that is judged to be required, while at the same time encouraging the child gradually to acquire independence

Medical Needs Policy

Updated May 2010