



Grays Convent

HIGH SCHOOL

Medical Conditions Policy

This Policy was reviewed and adopted by the Governing Body on 23rd January 2023

This Policy will be reviewed annually.

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Our Mission Statement

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

1. Policy statement, principles and aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Paul O'Hanlon – Assistant Headteacher.

This school is an inclusive community that aims to support and welcome students with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

- achieve economic well-being
- The school ensures all staff understands their duty of care to students in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.
- Staff are updated on individual medical needs by email, at weekly staff briefing, and on the staff room noticeboard.
- Staff undertake annual data protection training and understand the need for sensitivity and confidentiality when handling personal data.
- All staff should feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff should understand the common medical conditions that affect students at this school.
- As a school we will listen to and consider the views of pupils and parents.
- This school understands that all children with the same medical condition will not necessarily have the same needs.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

Department for Education statutory guidance (December 2015) *Supporting students at school with medical conditions* :

“ 5. The governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.

Further advice:

Schools, local authorities, health professionals, commissioners and other support services should work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority

6. Consideration may also be given to how children will be reintegrated back into school after periods of absence.

7. In making their arrangements, governing bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. Governing bodies should therefore

ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. “

The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

Staff are informed in the following ways:

- Medical Information Noticeboard in staffroom is kept up to date
- New concerns are highlighted at the weekly Staff Briefing with minutes circulated to all staff by email
- Staff training is delivered when appropriate
- Confidential medical information procedures are in the staff handbook and are emailed to relevant staff where appropriate.
- After periods of long absence pupils are re-integrated back into school. The Head of Key Stage ensures they are supported by teachers to catch up with work and that their needs are supported.

Parents are informed in the following ways:

- This policy can be viewed on the school website
- Parents with students with a medical condition liaise with Heads of Year, the Pastoral Manager or the SENCO as appropriate
- Items in the weekly school newsletter

Students are informed in the following ways:

- Procedures for bringing medication into school is provided within the information pack for parents which is given to all new students
- “Procedures if unwell” is explained in the student planner (Tell your teacher and then you may be sent to the school General Office)
- Procedures if there is a dental/medical appointment is explained in the student planner

This school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

3. Roles and responsibilities

The Governing body should ensure that the school’s policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions.

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. A school’s ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working

between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and students will be critical.

The Governing Body must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Headteacher should ensure that all staff who need to know are aware of the students' needs. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. They should contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Teachers and other school staff - any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions.

Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Staff will receive further training according to need.

Other health professionals should notify the school when a student has been identified as having a medical condition that will require support in school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for students with particular conditions (e.g. asthma, diabetes, epilepsy).

Students – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan with their parents. Other students will be expected to be sensitive to the needs of those with medical conditions.

In the event of a transfer from another school, the previous school forwards to the Head of Key Stage details of the student and plans are put in place to follow the necessary advice.

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

SENCO helps to update the school's medical policy, knows which students have SEND due to their medical condition, ensure access arrangements for examinations are in place, ensure students with medical conditions are not excluded unnecessarily from activities.

3.2 The responsibilities of the school regarding delivering suitable education for children with health needs who cannot attend school.

- Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.
- This will be arranged by the school's SENCO &/or Assistant SENCO in consultation with the HOY/ AHT as appropriate.
- This may be in the form of online remote education or paper packs provided to parents/carers.
- Ongoing contact with parents/carers will review the work provided and adapt as needed. The SENCO &/or Assistant SENCO will liaise with parents/carers and the HOY to ensure a smooth transition back into school.

3.3 If the local authority makes arrangements

If the school can't make suitable arrangements/the period of absence exceeds 15 days, Thurrock Council will become responsible for arranging suitable education for these children. The contact at Thurrock Council is through the Children Missing in Education Team via cme@thurrock.gov.uk

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
- 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:

- 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
- 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)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

6. Monitoring of Individual Healthcare Plans

The school uses Individual Healthcare Plans to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

The Parent Information Pack for all new students includes an Individual Healthcare Plan form. IHP forms are returned by parents to reception who then provide copies to the following locations: Inclusion Room, Staffroom, Learning Support Unit, General Office and PE Office.

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCO

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Headteacher/SENCO (role of individual with responsibility for developing IHPs), will consider the following when deciding what information to record on IHPs:

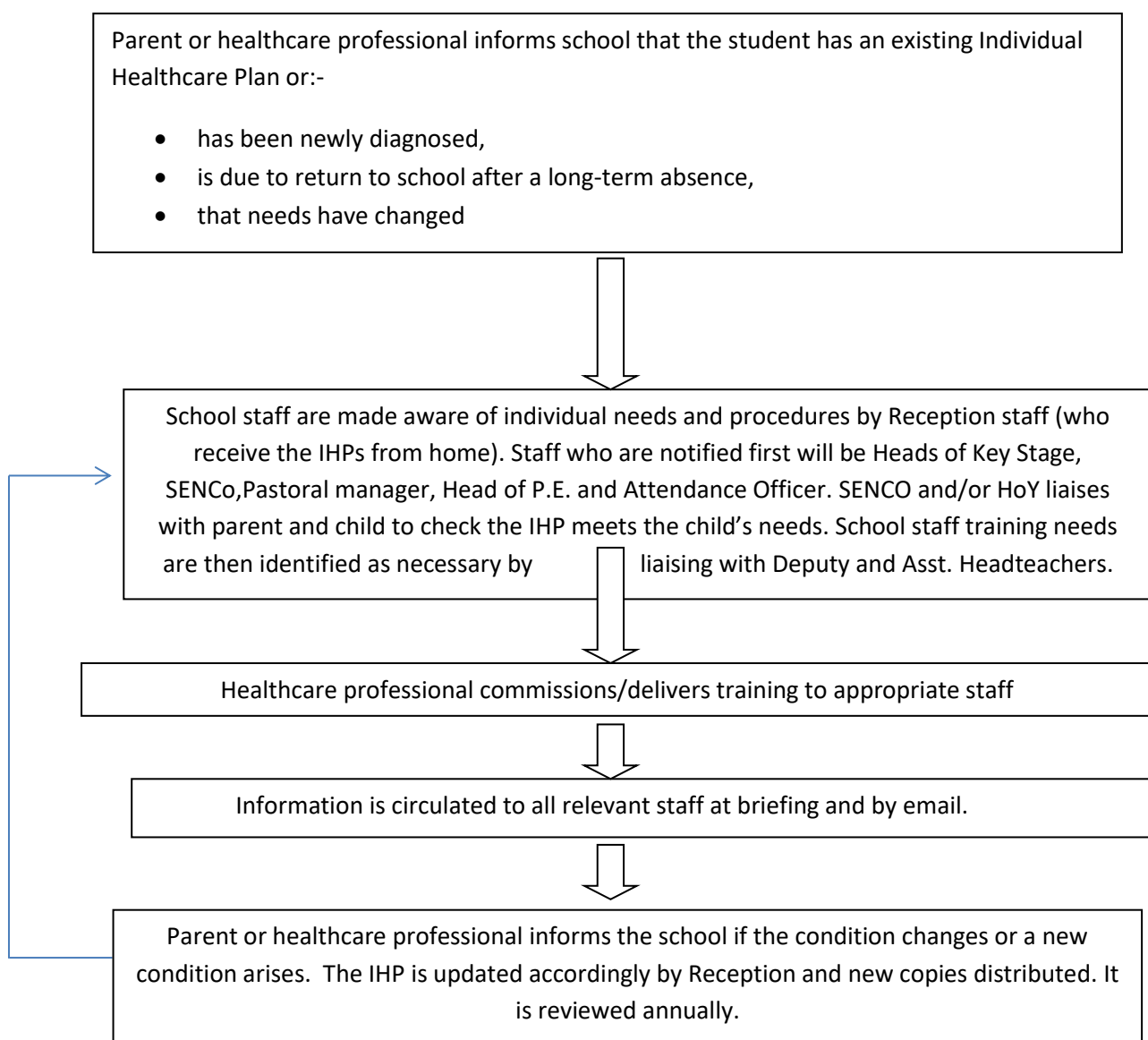
- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

If an existing student develops a serious medical issue we rely on parents to inform us so that records can be updated by Reception and/or Head of Key Stage / SENCO.

Visually, this is represented in the table below:

Monitoring of individual healthcare plan:



Medical Conditions List

A copy is available on the Medical Information Board in the staffroom. It is updated termly if new or changed information is received.

Ongoing Communication and Review of Individual Healthcare Plans

- Parents to inform the school of existing or new needs. This information is to be sent to the School Reception and distributed to the relevant areas.

Storage and Access to Individual Healthcare Plans

Copies of the IHPs are stored in the Inclusion Room, the Staffroom, the LSU, the General Office, the PE Office and in the SENCO's area of the school computer system.

All staff who need access have access to them and are aware of the confidentiality of the information.

New staff are made aware of procedures during their induction sessions with the Finance/Personnel Officer. If outside agencies request information, permission is sought from parents.

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date. Attendance officer checks this and notifies parents where necessary.
- Ensure this school's local emergency care services have a timely and accurate summary of a students' current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry date. This includes spare medication.
- This school makes sure that the pupil's confidentiality is protected.
- The school has a privacy notice which states how data is used and secured.

7. Administration of medication – managing medicines

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. The taking of medication is overseen by the School First Aider in the General Office.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of the School First Aider in the General Office.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so
and
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Administration of Medicines - written instructions from parents/carers should be provided before medicines are administered in school.

If a pupil refuses her medication the pupil's parents/carers will be informed.

RE: ADMINISTRATION OF PARACETAMOL procedure

Due to a recent change in legislation it is now a requirement by law that we do not supply Paracetamol to students without written permission from the parent/carer. Parents are asked in advance to complete a Paracetamol Medication Permission Form indicating consent to the school giving Paracetamol in the event of a minor ailment e.g. headache, toothache etc., so that the student is able to continue comfortably and with as little disruption to their school day as is possible.

A courtesy e-mail will be sent to the e-mail address that we have on file to inform parents that medication has been taken. In the event that an e-mail address has not been supplied a telephone call will be made.

If parents would still like to receive a telephone call prior to the medication being issued, they can indicate this on the form.

If the treatment is going to be continuous and medication is needed for more than two consecutive days, parents will need to complete an additional form and the medication must have an appropriate pharmaceutical label on giving clear instructions of dosage.

If at any time there is a change of circumstance parents must inform the First Aid Office in writing. In the event that the permission slip is not received, Paracetamol will not be given under any circumstance.

Prescription medicines need to be fully labelled by parents/carers, stored at appropriate temperatures and kept in the medical room.

Non-prescription medicines will not be provided for staff or students.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- To administer, or ask pupils to administer, medicine in school toilets is generally deemed to be unacceptable practice.

7.4 Storage of medication

Safe storage – emergency medication (EpiPens/asthma inhalers)

- a) Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from the School First Aider in the General Office.
- b) All students carry their own asthma inhalers at all times and a spare is kept in the General Office.
- c) Students can carry their own EpiPen if required by doctor/parent/guardian and a spare is kept in the school office.
- d) Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a) All non-emergency medication is kept in a lockable cupboard in the General Office.
- b) Students with medical conditions know where their medication is stored and how to access it.
- c) Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a) The School First Aider in the General Office ensures the correct storage of medication at school.
- b) Three times a year, the First Aider in the General Office checks the expiry dates for all medication stored.
- c) The School First Aider in the General Office, along with the parents of the student with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d) Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the General Office refrigerator. This is in a secure area, inaccessible to unsupervised students.
- e) It is the parent's responsibility to ensure new and in date medication comes into school when necessary.
- f) Sharp objects and contaminated items are disposed of, using a commercial company. The designated bin is easily identified in the General Office.

Record keeping of medication

- The IHP form is sent out to parents of new students or on request.
- Logging of administration of medication is carried out by the First Aider in the General Office and the file is kept with the medication.

8. Emergency situations

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent.
- This school uses Individual Healthcare Plans to inform the appropriate staff of students with complex health needs in their care who may need emergency help.
- In an emergency, paramedics / hospital staff are provided with relevant information.
- Student medical data that is stored on the School Information Management System (SIMS) is automatically transferred to the new school via the common transfer form.
- If a student needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent arrives.
- All students with medical conditions have access to their emergency medication. Items such as inhalers and EpiPens should be held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Students are encouraged to keep spare supplies of emergency medication in the General Office.
- For off-site activities, such as educational visits and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made. Copies of IHPs are taken out on trips by the group leader.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher – Penny Johnson or Assistant Headteacher – Paul O’Hanlon. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school. Logging of administration of medication is carried out by the First Aider in the General Office and the file is kept with the medication in the General Office. IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

- The school has cover under our public liability insurance policy which applies to employees and volunteers and we would expect these individuals to have received appropriate training and to follow any directions given by a medical professional.
- The insurance company would cover liability arising from the provision of medical treatment from the following activities.
 - i) nursing care
 - ii) first aid
 - iii) administration of prescribed and non prescribed drugs or medicines
- Some examples of the treatments that would be covered under the insurance policy are:
 - Use of EpiPens
 - Use of defibrillators
 - Injections
 - Dispensing prescribed and non prescribed medicines
 - Application of appliances such as splints etc.
 - Oral and topical medication
 - Occupational health activity

12. Complaints

If parents wish to complain how students with medical conditions are supported, they should do so by contacting the Headteacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 3 years or sooner if circumstances dictate that changes need to be made.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy