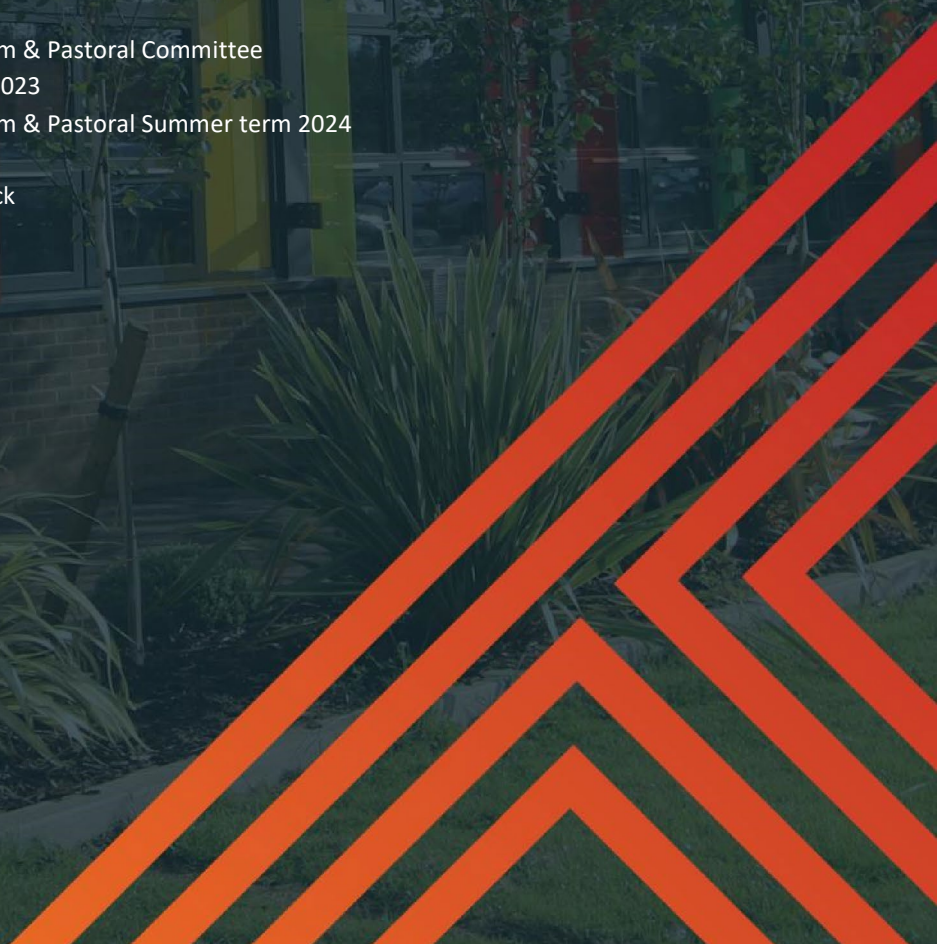




Supporting Pupils at School with Medical Conditions

Approved On/By:	Curriculum & Pastoral Committee
Last Reviewed On:	26 April 2023
Next Review Due By:	Curriculum & Pastoral Summer term 2024
Monitoring & Review:	Annually
Staff Member(S) Responsible:	J Broadrick



Supporting pupils at school with medical conditions policy

Introduction:

Hodge Hill College is an inclusive community that aims to support and welcome students with medical conditions.

This policy has been developed in line with the Department for Education's guidance released in April 2014

(Updated 2017) "Supporting Pupils at School with Medical Conditions".

Hodge Hill College places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions. This policy has been developed using Ofsted guidance regarding students with medical needs (April 2014), and with reference to DFE guidance 'Supporting Pupils at School with Medical Conditions' (September 2014), The Equality Act (2010), and The Special Educational Needs and Disability Code of Practice (2020), Education Act (1996) and (2002), The Children's Act (1989) and (2004), The NHS Act (2006).

Aims:

Hodge Hill College aims to provide all students with medical conditions the same opportunities as any pupil would be offered on-roll at our school.

Students at Hodge Hill College with medical conditions should be properly supported so that they have full access to education, including school trips and physical education where possible.

Clear arrangements are in place in school to support students at Hodge Hill College with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve to their academic potential. Hodge Hill College will consult with health and social care professionals, parents and students to ensure that the needs of students with medical conditions are effectively supported.

Objectives:

On-going support to children and young people with long term and complex medical conditions is in place, monitored and reviewed.

That the school's ability to supply emergency intervention, where required, is in place and that selected staff are first-aid trained.

That staff are aware of social and emotional implications of long term ill health for individual students, and that provision is made to support students in this position.

That the reintegration back into school, following long term illnesses/ medical conditions are planned and supported.

That short term and frequent absences for children who have to attend frequent medical appointments are also effectively managed, and that appropriate support is put into place to limit the impact on the child's educational attainment and emotional well-being.

All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood. Statutory training is provided for all staff where appropriate or as instructed by the LA.

This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation and all relevant information is shared in a timely fashion with all staff members closely associated with the student via a secure platform in accordance with GDPR regulations.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. These include serious allergic reactions such as Anaphylaxis, Asthma management training, Epilepsy, and familiarisation with Care Plans provided for students who have long-term heart or lung conditions. Epi-pen training is provided by the School Nursing Team or SENDCo annually and we have a list of staff trained to administer epi-pen treatment where needed.

- All staff understand and are trained in the school's general emergency procedures.
- Hodge Hill College has clear guidance on the administration and storage of medication.
- Hodge Hill College has clear guidance about record keeping and operating within compliance of GDPR regulations.

All staff understand the common medical conditions that affect children at this school and this information is made available to all staff. Staff receive appropriate levels of training on the impact medical conditions can have on students which are resourced by the LA or appropriate external agencies. Teaching and support staff that work closely with pupils with complex or potentially life-threatening medical needs are given access and support to employ appropriate actions in case of emergencies.

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

All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.

Hodge Hill College understands the importance of all students taking part in sports, games and activities. Teachers and coaches will make appropriate adjustments to make physical activity and other activities like trips are accessible to all.

The school is aware of the common triggers that can make medical conditions worse or cause an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

1. Key roles and responsibilities

1.1 The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2 The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Hodge Hill College.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation. In addition, that no child or young person with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition has not been met with the exception of those with an EHCP who require exceptional specialist provision, like a special school provision.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life. In doing so, Governors may take into account that school procedures and facilities are such that school systems can deal with students' needs in a flexible manner, and involve for example, programs of study that rely on part time attendance at school or alternative programs of study at alternative venues. Support must take into account the needs of children and young people as individuals, and should work towards increasing the individual's confidence and ability to self-care.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions including access to additional information required to support pupils with day to day care needs via a secure platform.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

- Ensuring that the relevant staff are keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring that parents, students and any additional stakeholders remain confident in the school's ability to provide effective support for children and young people with medical conditions at the school.
- Ensuring the level of insurance in place reflects the level of risk, and that suitable risk assessments are in place for school trips and other activities outside of the normal timetable.

1.3 The Head teacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Hodge Hill College.
- Ensuring the policy is developed effectively with partner agencies.
- Making all staff aware of this policy and understand their role in its implementation.
- Liaising with healthcare professionals regarding the training required for staff including ensuring that the school nursing service is consulted in the case of any child who has a medical condition
- Making staff who need to know aware of a child's medical condition and signposting of relevant additional information where needed.
- Developing and implementing Individual Healthcare Plans (IHCPs) in line management of the Achievement Coordinator (Safeguarding) and the First Aid Officer and in the case of students with SEN, Education and Health Care Plans (EHC) in liaison with the SENDCO.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensure that school staff are appropriately insured to support students.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place, as monitored by the Assistant Head Raising Attainment and DSL.

1.4 SENDCO is responsible for:

- Overseeing the provision of First Aid and Medical support provision in school.
- Liaising with the Strategic Business Manager to ensure sufficient procedures/guidance is written and in operation for first aid responsibilities.
- Working with the Strategic Business Manager to address any health and safety issues affecting staff and student safety and wellbeing.

- Monitoring and quality assuring the production of Individual Health Care Plans and Education Health Care plans for students with SEN in need of medical support in liaison with the SENCo.
- Reviewing EHCP's annually to ensure that all health and care needs are up to date and shared with relevant staff.
- Overseeing the distribution of information to appropriate staff as required and ensuring that specialist agency staff are able to update and train staff with regard to developing conditions.
- Working in partnership with commissioning services to ensure appropriate provision is in place to respond to the changing needs of the whole school body.
- Monitoring and quality assuring record keeping procedures and systems within First Aid.
- Ensuring both students and parents of students with medical needs are regularly consulted to gather feedback on provision of medical support in school.
- Ensuring that record keeping for medical needs are up to date and accurate and that open lines of communication between all involved parties such as office staff, AC's/AAC's and parents are kept and that relevant information is made available to appropriate members of staff.

1.5 Senior office manager is responsible for:

The day to day management of First Aid and Medical support provision in school to staff and students

- To co-ordinate, as appropriate, a back-up team to cover emergency first aid responsibilities within school when the First Aid team in West Office/East Office is not available.
- To work, when necessary, alongside external stakeholders, eg PCT School Nurse.
- To attend Health & Safety meetings and present half-termly statistical analysis on injuries.
- To advise and provide guidance on safe working practices to promote good health and wellbeing amongst staff and students, with the support of the First Aiders.
- To consult with both students and parents of students with medical needs to gather feedback on provision of medical support in school.
- To manage the day to day duties of the First aiders including:
 - To lead on support for students with individual medical plans
 - To administer first aid to students within the school site, including supervising students, contacting parents and taking them to hospital where this is necessary.
 - Informing reception and the Pastoral Teams of any student leaving the premises through injury in order that Attendance records are updated.
 - To maintain a central record of accidents/incidents the school first aid and accident log
 - To order medical supplies and monitor stock.
 - To ensure that all First Aid boxes within school are checked on a monthly basis and stock replenished as and when necessary.

- To collate medical information of all new entrants to the school, up-dating school records accordingly on school's MIS.
- To ensure existing student medical records are accurate and up-to-date, advising staff of any changes as and when appropriate.
- To liaise with the Designated Safeguarding Lead regarding any Child Protection concerns.
- To ensure that all student medical plans are accurate and that this is communicated to all staff.
- To administer prescribed drugs with permission from parents, e.g antihistamines, etc.

1.6. Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, where the support may be emergency in nature, e.g. Administering Epipens or calling an ambulance.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Referring students to the Achievement Coordinator or Assistant Achievement Coordinator if they have any concerns about a student's health.
- Referring students to the Safeguarding team if they have any concerns about a child or young person's health or wellbeing.
- Being aware of the potential for students with medical conditions to have special educational needs (SEN) and to adapt classroom environments and resources accordingly.
- Referring students with medical conditions who are finding it difficult to keep up with their studies to the Achievement Coordinator and ensuring that the SENDCO is made aware of any developments so that records can be updated accordingly.

1.8 West office and East Office staff are responsible for

- Ensuring medicines are kept securely with clear access.
- Logging medical emergencies.
- Logging medicines administered.
- Ensuring students with medical needs information is displayed on the staffroom folder with regular updates

1.9 Achievement Coordinators and Assistant Achievement coordinators are responsible for:

- Ensuring individual healthcare plans are devised in partnership with the School Nurse, parents and, where appropriate SENDCO and students.
- Reviewing plans as required
- Consult the student, parents and the student's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered

2.0 School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Providing advice on developing Individual Healthcare Plans and support schools with particular conditions.

2.1 Parents and carers are responsible for:

- Notifying school on enrolment about their child's medical needs.
- Keeping the school informed about any changes to their child/children's health
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Providing documentation to support a request for a medical toilet pass
- Discussing medications with their child/children and how to self-administer medication
- Where necessary, engaging in the development and review of an Individual Healthcare Plan (IHCP) for their child in collaboration with the Achievement Coordinator, SENCO (for EHCP), other staff members and healthcare professionals.
- Carrying out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

2.2 The role of the child:

- Wherever competent to, the school actively seeks that students take responsibility for being fully involved in discussions about their medical support needs and for managing their own medicines and procedures.
- Where this is not possible, the First Aider will supervise the pupil to administer his/her own medicines and manage procedures related to recording the

administration of any medication, this will encourage and aid the pupil to develop greater independence.

- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Pupils will contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.
- Pupils will endeavour to develop independence in managing their own medical needs where appropriate.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a First Aider in West/East office

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) or EHCP (SEN) will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- All Individual Healthcare Plans will be signed off by the Associate Assistant Head Teacher of Pupil Wellbeing
- IHCPs and appropriate actions that may be required of staff will be easily accessible whilst preserving confidentiality.
- **IHCPs will be reviewed when a child's medical circumstances change or at the discretion of a GP, consultant or at the discretion of the School Nursing Team.**
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate
- Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.

**3. Administering Medicines: Please see Hodge Hill College's Managing Medicines Policy .
(Appendix 4)**

4. Avoiding unacceptable practice

Hodge Hill College understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues, unless it is necessary to do so.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

5. Insurance

- Staff who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.

6. Training of staff

- All Staff are aware of the most common serious medical conditions and what to do in an emergency and information regarding serious conditions is readily available to appropriate staff via the school database (SIMS) and in the shared information area.
- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- through access to Individual Healthcare Plans
- Via annual refresher updates from healthcare professionals
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
- Emergency First Aid at Work 1 Day
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

- No staff member may administer drugs by injection unless they have received training in this responsibility.

The HR Officer will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

- To monitor first aiders in order to ensure training and certificate renewals are offered at appropriate intervals in consultation with the Strategic Business Manager.

7. Complaints

- Should parents / students /stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with school.
- If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

**PRO
CE
DU
RES
AN
D
PR
OC
ESS
ES**

Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription medication” is defined as any drug or device prescribed by a doctor.
- A “staff member” is defined as any member of staff employed at Hodge Hill College.

Medical emergencies

- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff – including the Staff Rooms, Offices and included in the staff handbook.
- If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student’s Individual Healthcare Plan will be sent to the emergency care setting with the student.

Appendix 4 Managing Medicines on School Premises

Administration of emergency medication

All students have easy access to their emergency medication in the West office.

All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.

There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed medication to students under the age of 16 with the written consent of the student's parent.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.

If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.

If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.

Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Storage of medication at school

Emergency Medication

Most students at this school carry, and securely keep, their own medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in West Office.

Where a student is not yet able to self-manage and carry his/her own emergency medication, he/she knows where to access the emergency medication.

Non-Emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool/dry place. Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

General

The First Aider ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.

Three times a year the first aider checks and logs the expiry dates for all medication stored at school.

An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school.

All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.

All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the West office.

All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.

It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

Safe Disposal

School will dispose of out of date medication once parents have been informed.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

Record Keeping

Enrolment and Admissions

Parents are asked if their child has any health conditions/issues on the admission form; this information is collated by the administration team in West Office.

Individual Healthcare Plans

The Individual Healthcare Plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:

- At the start of the school year
- At admission (if this is not the start of the school year)
- When a diagnosis is first communicated to the school.

Parents, healthcare professionals and students with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return the completed forms to the school.

This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs. A copy is sent to parents.

School Healthcare Plan Register

Individual Healthcare Plans are used to create a centralized SEN needs (Education) and Additional needs register of students with medical needs and are kept in a secure central location at school (and also attached as a linked document in SIMS and M store and are made available to staff via the shared information area.

Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.

Every student with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

All staff have access to the Individual Healthcare Plans of students in their care. All staff are responsible for the protection of student confidentiality.

Before sharing any medical information with any other party, such as when a student takes part in a work experience placement, permission is sought from parents.

Educational Visits / Education Off-Site (Please see Educational Visits Policy for further guidance)

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.

Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.

For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.

Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

Glossary of Terms

Controlled Drug

Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine.

Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.

Appendix 1 - Individual healthcare plan implementation procedure

1. Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
2. The Achievement Coordinator, First Aider and SENCO (if an EHC plan is in place) liaise to co-ordinate meeting to discuss pupil's medical needs and identifies member of school staff who will provide support to the pupil.
3. Meeting held to discuss and agree on the need for IHCP/EHCP to include key school staff, child, parent and relevant professionals.

4. Develop IHCP/EHCP in partnership with other professionals and agree on who leads.
5. School staff training needs identified.
6. Training delivered to staff - review date agreed.

Appendix 2 - Individual healthcare plan template

Child's name	Tutor group	Date of birth	
Child's address			
Medical Diagnosis or condition	Date	Review date	
Family Contact Information Name	Phone no. (Work)	(Home)	
(Mobile) Name	Relationship to child		
(Mobile) Clinic/Hospital Contact Name Phone No. GP Name	Phone no. (Work) (Home)		
Who is responsible for providing support in school?			
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.			
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.			
Daily care requirements			
Specific support for the pupil's educational, social and emotional needs			
Arrangements for school visits/trips etc.			

Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (<i>STATE IF DIFFERENT FOR OFF-SITE ACTIVITIES?</i>)	
Plan developed with	
Staff training needed/undertaken – who, what, when	
Form copied to	

Meet the representative from Birmingham City Council to decide if any further reports are needed. You may want to be accompanied by an Independent Supporter at meetings.

With your Independent Supporter, ensure that your final submission includes all the evidence and reports. Make sure that all the support put in place by the school is included.

Draw up a profile with your child to show everyone involved your child as an individual. This will help them to tailor the support to your child.
Birmingham City Council will then decide whether to progress with an assessment.
If an EHCP is to be drawn up, you meet with the plan co-ordinator to discuss the provision for your child.

Birmingham Council will then produce a draft EHCP. They will send it to you to be reviewed. Make sure you are happy with the plan and liaise with Birmingham City Council.

Once you have received the draft plan, you and your Independent Supporter (if you have one) should decide on any alterations and make decisions about a personal budget.

Birmingham City Council has to discuss the placement with the proposed school to ensure that it is suitable before naming it. The school must respond within 15 days.

Once everyone has been consulted, the final plan is issued. It must be reviewed at regular intervals to assess progress. The plan is then implemented.

If a child has not made sufficient progress with interventions, the parent or the school can request an Education, Health and Care Plan assessment.
Contact SENAR at Birmingham County Council.

Birmingham City then have six weeks to gather information from the school, speech and language therapists, Educational Psychologists and Occupational Therapists.

Parents may also wish to gather this information. It will help them in the next step.

You then need to write your child's story. If you have an independent supporter they can help you. Make sure you include reports in this story and don't forget your child's strengths!

Birmingham City Council decides whether or not to conduct an assessment.

If the response is no, Birmingham City Council should advise of other options that may help. This should come from the Authority's Local Offer.

If an assessment is agreed, move onto the Flow Chart called "Conducting an Assessment". If you are not

satisfied with this decision, you can seek mediation and/or appeal to a SEND Tribunal.

Move to the flow chart called "Disagreements".

An Education, Health and Care Plan can be requested by anyone concerned about a child's SEN.

You can request an Independent Supporter to help you with this process. Speak to Birmingham Council for help. A full diagram of this process can be found on Page 154 in the Code of Practice.

Requesting an Education, Health and Care (EHC) Needs Assessment (Adapted from DfE and Special Needs Guidance for Hodge Hill College Parents)

- Do you, or the school, have a concern about a child having a special educational need?
- Meet with your child's Achievement Coordinator or/and the Associate Assistant Headteacher Pupil Wellbeing
- You should also speak to them if there is a concern about a medical need.
- Agree a plan of action using the **Assess, Plan, Do Review** model.
- Decide what assessments may be needed.
- If you and the school decide to bring in a professional from outside the school, make sure that you are able to meet with them to discuss your concerns.
- When any reports have been received, ask to meet the school's SENDCo to discuss the next steps.
- Agree a review date at this point.
- At the review, discuss the support that is being given, how effective it is and any changes that need to be made. Make a date for a further review.
- If progress is being made, continue to support using Assess, Plan, Do Review.

If you feel that the interventions are not working, you can request a statutory assessment for an Education, Health and Care Plan. There may come a point when you agree that your child has made sufficient progress and no further support is required. It can be put back into place later if needed, if a child has not made sufficient progress with interventions, the parent or the school can request an **Education, Health and Care Plan**. Before any meeting, write down your concerns. Bring a friend or partner to help take notes. If you disagree at any point, you can ask to involve the Disagreement Resolution Service.

An Education, Health and Care Plan can be requested by anyone concerned about a child's SEN.

Appendix 3 – following guidelines relate to the procedure for agreeing and implementing an Education Healthcare Plan

Conducting an Education, Health and Care (EHC) Needs Assessment (Adapted from DfE)

SEN Support in Schools (Adapted from DfE and Guidance for Hodge Hill College Parents) If

you are not satisfied with the decision not to assess your child, you can appeal to the SEND Tribunal.

Appealing to a Tribunal can be done in the name of the parent or child. You can only appeal the Education part of an EHCP.

If you are unhappy with the Health or Social Care Provision, you should use the complaints process for that provider.

Before appealing, you MUST first contact a mediation advisor. Birmingham City Council will inform you how to do this. The mediator will give you evidence that you have done this.

You will be encouraged to take part in mediation, but it is not compulsory if you feel that it will not work. Keep all lines of communication open. You can agree at any time up to the date of the Tribunal.

To appeal, you have two months after Birmingham City Council's decision. You can register an appeal and take part in mediation at the same time.

At any point, if you can't agree, you can ask to take part in disagreement resolution. If your appeal is only about placement, you do not have to seek mediation first.

All decisions where there is no right of appeal can be challenged by judicial review. You will need legal advice for this.

If you do decide to go to Tribunal, there are free sources of legal advice such as IPSEA, Contact A Family, SEN Line.

Full details can be found in Chapter 11 of the Code of Practice.