



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD Supporting Students with Medical Conditions And Special Education Needs Policy (SEND)

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

This Policy is written in line with the requirements of:-

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- <https://www.gov.uk/topic/schools-colleges-childrens-services/special-educational-needs-disabilities>
- 0-25 SEND Code of Practice, DfE 2014 Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014 12 November 2018 - Updated with information about school responsibilities, and how to identify behaviours that may be related to a mental health problem. Also working with other professionals and external agencies, and where to find extra support.
- Equality Act 2010 is up to date with all changes known to be in force on or before 12 April 2023. There are changes that may be brought into force at a future date.
- Schools Admissions Code, DfE 1 Feb 2010 (Amended 2014/2021/2022)
- SEND and Alternative Provision Improvement Plan, 2 March 2023 - On 2 March the Government published the SEND and Alternative Provision Improvement Plan Right Support, Right Place, Right Time in response to the SEND Green paper that was published in March 2022 and proposed a number of reforms to the special educational needs and disabilities (SEND) and alternative provision (AP) system.
 1. **fulfil children's potential:** children and young people with SEND (or attending alternative provision) enjoy their childhood, achieve good outcomes and are well prepared for adulthood and employment;
 2. **build parents' trust:** parents and carers experience a fairer, easily navigable system (across education, health and care) that restores their confidence that their children will get the right support, in the right place, at the right time;
 3. **provide financial sustainability:** local leaders make the best use of record investment in the high needs budget to meet children and young people's needs and improve outcomes, while placing local authorities on a stable financial footing.
- Use of Premium Plus to support those with SEN or Post Covid Anxieties.



Unit 19, Avenue B, Nottingham, NG1 1DU

This Policy was developed to ensure that FAST FORWARD treat pupils with medical and special education needs correctly and in accordance with government guidelines.

In line with the:

- FAST FORWARD Medication Administration Policy
- FAST FORWARD Complaints/Whistle Blowing Policy
- FAST FORWARD Managing Allegations Policy
- FAST FORWARD Anti-Bullying Policy.
- FAST FORWARD KCSIE Policy
- FAST FORWARD GDPR Policy
- FAST FORWARD Working Together to Raise Attendance Policy
- FAST FORWARD Risk and Needs Policy

Definitions of Medical Conditions

Learners' medical needs may be broadly summarised as being of two types: -

Short-term affecting their participation at school/education providers because they are on a course of medication –

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that FAST FORWARD will provide effective support for their child's medical condition or special education needs and that student's feel safe.

The statutory duty FAST FORWARD.

Overview: 2023

The overall responsibility for the implementation of SEN learners is given to Lead Tutor the Director. They will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

The Director/Lead Tutor will be responsible for briefing staff, preparing risk assessments for individuals and tasks within their learning programme, ensuring all risks and needs are accounted for and the Care and Support Plan has been utilised further to support those learners with SEN.

The Director and Lead Tutor will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual Education, Care and Support Plans for each identified learner and making sure relevant staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a pupil has a medical condition or special education needs

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers like FAST FORWARD, and the process to be followed upon reintegration after a period



Unit 19, Avenue B, Nottingham, NG1 1DU

of absence or when pupils' needs change. For children being admitted to FAST FORWARD for the first time with good notification given, the arrangements will be in place for the start of the relevant term. In cases other cases, such as a new diagnosis or a child moving to FAST FORWARD mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will consider that many of the medical conditions that require support at school/FAST FORWARD will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition or special education needs impacts on their daily/education/social life. We aim to ensure that parents/carers and learners can have confidence in our ability to provide effective support for medical conditions at FAST FORWARD so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support learners' medical conditions and will be clear and unambiguous about the need to support actively learners with medical conditions to participate in trips and visits, or in sporting activities, music activities and not prevent them in doing so. We will decide for the inclusion of learners in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition or special education needs is denied admission or prevented from attending the school because arrangements for supporting their medical condition or special education needs have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child into the provision at times where it would be detrimental to the health of that child or others.

FAST FORWARD does not have to wait for a formal diagnosis before providing support to learners. In cases where a pupil's medical condition or special education needs is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place:

Individual Care and Support plans

Referrals and Admissions will identify key SEN or Medical Learners. Individual Care and Support plans will help to ensure that FAST FORWARD effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, Care and Support professional and parent/carer should agree, based on evidence, when a Care and Support plan would be inappropriate or disproportionate.

Individual Care and Support plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their individual Care and Support plan.

Individual Care and Support plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant Care and Support professional e.g. school, specialist or children's community



Unit 19, Avenue B, Nottingham, NG1 1DU

nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which FAST FORWARD should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

FAST FORWARD will ensure that individual Care and Support plans/in line with their risks and needs (and ongoing) are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that FAST FORWARD assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual Care and Support plan identifies the support the child will need to reintegrate effectively.

Parents/carers should provide the school and FAST FORWARD 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/FAST FORWARD 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 Care and Support plan, and may be involved in its drafting. 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.

We offer an inclusive education for students with SEN by focusing on all of our core beliefs including group interaction and engagement whilst building confidence. Through musical expression both theory and practical studies including the power of creativity

FAST FORWARD remains legally responsible and accountable for fulfilling their statutory duty for supporting students at FAST FORWARD with medical conditions. FAST FORWARD fulfils this by: -

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at FAST FORWARD as any other child;
- Considering that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition or special education needs impacts on their school life;
- Ensuring that the arrangements give parents and students confidence in FAST FORWARD's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need;
- Ensuring that no learner with a medical condition or special education needs is denied admission, or prevented from taking up a place in FAST FORWARD because arrangements for their medical condition or special education needs have not been made. However, in line with safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so; FAST FORWARD HAVE A CARE AND SUPPORT PLAN FOR 2023 TO FURTHER SUPPORT SEN), A Person-Centred Approach.



Unit 19, Avenue B, Nottingham, NG1 1DU

- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and FAST FORWARD staff (this policy);
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation);
- Ensuring that the policy sets out the procedures to be followed whenever the school/provision is notified that a student has a medical condition or special education needs (see section below on procedure to be followed when notifications is received that a student has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at FAST FORWARD with medical conditions (see section below on individual care and healthcare plans);
- Ensuring that FAST FORWARD policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at FAST FORWARD with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the FAST FORWARD policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on FAST FORWARD premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);

Considering whether to

- Develop transport healthcare plans in conjunction with the LA for students with life-threatening conditions who use home- to- school transport
- Purchase and train staff in the use of defibrillators and Epi-pens.
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);



Unit 19, Avenue B, Nottingham, NG1 1DU

- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).
- All risk assessments are linked to student's needs.

Policy implementation

The statutory duty for making arrangements for supporting learners in Education with medical conditions rests with the school and FAST FORWARD. FAST FORWARD have conferred the following functions of the implementation of this policy to the staff below; however, FAST FORWARD remains legally responsible and accountable for fulfilling our statutory duty whilst a learner is in their care.

The overall responsibility for the implementation of this policy is given to the Director and Lead Tutor. They will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

Director and Lead Tutor will be responsible for briefing relief Tutors, preparing risk assessments for visits and other activities outside of the normal timetable and for the monitoring of individual healthcare plans.

Steve Lee - Director and Chris Goss (Lead Tutor) will be responsible in conjunction with Parents/Carers, for drawing up, implementing and keeping under review the Educational and Health Care Plan (ECHP) for each specific learner and making sure relevant staff is aware of these plans

All members of staff are expected to show a commitment and awareness of Learner's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a learner has a medical condition or special education needs

Identified in the CARE AND SUPPORT PLAN 2023 that is sent within referral information/forms.

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when learners' needs change. For learners being admitted to FAST FORWARD for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In cases other cases, such as a new diagnosis or a child moving to FAST FORWARD mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. Supporting any Person Centre Approach to the Individuals Style of Learning.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual and how their medical condition or special education needs impacts on their learning within FAST FORWARD. We aim to ensure that Parents/Carers and students can have confidence in our ability to provide effective support for medical conditions in school/FAST FORWARD so the arrangements will show an understanding of how medical conditions impact on the students' ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to support actively students with medical conditions to participate in



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD trips and visits. We will decide for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition or special education needs is denied admission or prevented from attending the school because arrangements for supporting their medical condition or special education needs have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

FAST FORWARD does not have to wait for a formal diagnosis before providing support to learners. In cases where a student's medical condition or special education needs is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place:

EDUCATION, HEALTH AND CARE PLANS (ECHP)

ECHP's will help to ensure that FAST FORWARD effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, alternative provision, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

ECHP's will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their ECHP.

ECHP'S (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, alternative provisions/education provider, specialist or children's community nurse/teacher, who can best advise on the particular needs of the child. Students should also be involved whenever appropriate. The aim should be to capture the steps which FAST FORWARD should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Schools' will ensure that ECHP's are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that FAST FORWARD assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a student is returning to school/FAST FORWARD following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Parents/carers should provide the school/FAST FORWARD 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 ECHP, and may be involved in its drafting. They should carry out any action they have agreed to as



Unit 19, Avenue B, Nottingham, NG1 1DU

part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The **Ofsted** inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these students. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools/FAST FORWARD are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

All staff that are required to provide support to pupils for medical conditions will be trained by healthcare professionals qualified to do so. The training need will be identified by the healthcare professional during the development or review of the ECHP. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the ECHP's. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual plans). A First Aid certificate does not constitute appropriate training in supporting children with medical conditions. And have confirmed reading the FAST FORWARD Medication Administration Policy.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the FAST FORWARD'S policy for supporting pupils with medical conditions and their role in implementing the policy. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so, however no medication will be left with the child and delivered/picked up via Adult's only. This will be reflected in the ECHP.

Wherever possible children will be allowed to carry their own medicines, e.g. asthma inhaler, within reason; and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the cupboard in name which room to ensure that the safeguarding of other children is not compromised. FAST FORWARD does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them. See FAST FORWARD Medication Administration Policy.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in ECHP and FAST FORWARD Medication Administration Policy. This will be noted on the recorded MARS's sheets if arises, and Safeguarding Officer/Managers made aware. Parents/Schools will be informed so that alternative options can be considered.



Unit 19, Avenue B, Nottingham, NG1 1DU

Managing medicines on FAST FORWARD premises and record keeping

- **SEE FAST FORWARD MEDICATION ADMINISTRATION POLICY**

Unacceptable practice

Although staff at FAST FORWARD should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send students with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plans;
- If the students become ill, send them to the office unaccompanied or with someone suitable;
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, smoking, eating or taking toilet breaks whenever they need to in order to manage their medical condition or special education needs effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school/FAST FORWARD to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent students from participating, or creating unnecessary barriers to students participating in any aspect of their educational life, including trips, e.g. by requiring parents to accompany the child.

Complaints

Should parents\carers be unhappy with any aspect of their child's care at FAST FORWARD, they must discuss their concerns with the school and FAST FORWARD. This will be with the Tutor in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Senior Director. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the FAST FORWARD Complaints/Whistle Blowing Procedures and Managing Allegations and Sexual Harassment Policy.



Unit 19, Avenue B, Nottingham, NG1 1DU

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th September 2022 / Review 31st August 2023.
Updated August 31st 2024 - Scott Ballam

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.