

- Ensure there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure all staff who need to know are aware of a child's condition
- Take overall responsibility for the overseeing the development of IHPs
- Ensure contact is made with the school nursing service, in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the service
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date and recorded appropriately
- Ensure risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed

6.6. Named Member of Staff



- 8.2. The Academy 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 Academy. See Appendix 1.
- 8.3. Except in exceptional circumstances where the pupil does not wish their parent/carer to know about their medical condition, the pupil's parents/carers will be contacted by the [Principal or insert role, if not the Principal], as soon as practicable to discuss what, if any, arrangements need to be put into place to support the pupil. Every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.

9. Pupils with health needs who cannot attend school

- 9.1. Where a pupil cannot attend school because of health needs, unless it is evident at the outset that the pupil will be absent for 15 or more days, the Academy will initially follow the usual process around attendance and mark the pupil as ill for the purposes of the register.
- 9.2. <Academy name> will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents or carers to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The Academy will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- 9.3. The Academy will work collaboratively with the local authority, relevant medical professionals, relevant education provider, parents and, where appropriate, the pupil, to identify and meet the pupil's educational needs and to remain in touch with the pupil throughout.
- 9.4. The Trust will provide support through its Education Welfare Team who will agree, with the LA, a plan for the pupil which will allow the Academy, the LA and the provider of the pupil's education to work together, and may involve the Trust Outreach Teacher.
- 9.5. For detailed information to how the Academy will support pupils with health needs who cannot attend s
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- 11.3. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- 11.4. Giving a pupil any medication (for example, for pain relief): **[Add your procedures here]**
- first check maximum dosages and when the previous dosage was taken
 - record date and time medication was taken
 - Inform parents or carers
- 11.5. The Academy will only accept prescribed medicines that are:
- In-date
 - Labelled
 - Provided in the original container, 3-2.9 (a)-3.3sda pen edd tc h pnaoalgi andginLnde

- 12.1. All staff within the LwLAT will use their discretion when working with pupils with medical conditions and review each case individually with reference to the pupil's IHP.
- 12.2. [Academy Name]

- 19.1. The LwLAT Trust Board has overall responsibility for the adoption, review and amendments of this policy. The Trust Board will review this policy yearly, or earlier if necessary, to comply with statutory DfE updates and amendments.

Appendix 1: Being notified a child has a medical condition

Parent or healthcare professional tells the Academy that the child:

- Has a new diagnosis
- Is due to attend a new school/Academy
- Is due to return to the Academy after a long-term absence

Healthcare professionals commission or deliver training and sign off Academy staff as 'competent' with an agreed review date

Principal, or other appropriate senior member of staff, co-

Implement the IHP and circulate to all relevant staff

