



September 2020	1	Creation of policy.	Trustees' review of statutory policy.	
May 2021	2	No changes	Policy review	Lisa Smith
May 2022	3	No changes	Policy review	Lisa Smith

This policy applies to The Priory Learning Trust and all its schools.

Date policy adopted

July 2023

Review cycle

Annual

Review date

September 2024

1. Aims
2. Legal framework
3. Definitions
4. Roles and responsibilities
5. Local Authority duties
6. Managing absences
7. Support for pupils
8. Reintegration
9. Information sharing
10. Record keeping
11. Training
12. Examinations and assessments
13. Policy review



attending a hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.  
receiving home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.  
Attending a medical Pupil Referral Units: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

The Academy Council is responsible for ensuring:

- arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented
- regular review of the arrangements made for pupils who cannot attend school due to their medical needs
- roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all
- robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities
- staff with responsibility for supporting pupils with health needs are appropriately trained.

The Principal is responsible for:

- working with the Academy Council to ensure compliance with the relevant statutory duties when supporting pupils with health needs
- working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children
- ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon
- appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care
- ensuring the support put in place focusses on and meets the needs of individual pupils.
  - arranging appropriate training for staff with responsibility for supporting pupils with health needs
- providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil
- providing reports to the Academy Council on the effectiveness of the arrangements in place to meet the health needs of pupils.
- notifying the Local Authority (LA) when a pupil is likely to be away from the school for a significant period of time due to their health needs.

Named member of staff

Each Academy will have a named member of staff. They are responsible for:

- dealing with the health needs of pupils
- liaising with the LA, key workers and others involved in the pupil's care

liaising with the Principal, education providers and parents to determine pupils' programmes of study whilst they are absent from school  
keeping pupils informed about school events and encouraging communication with their peers  
providing a link between pupils and their parents, and the LA.

## Staff

Teachers and support staff are responsible for:

understanding confidentiality in respect of pupils' health needs  
designing lessons and activities in a way that allows those with health needs to participate<sup>10</sup>

hav

- Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.
- The LA expects the school



In accordance with the Supporting Pupils with Medical Conditions Academy: Practices and Processes Policy, written records will be kept of all medicines administered to pupils. Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed. All records will be maintained in line with the Records Management Policy.

Staff will be trained in a timely manner to assist with a pupil's return to school. Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required. Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate. Relevant assessment information will be provided to the alternative provision provider if required. Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

This policy is reviewed annually by the Trust and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.