

Supporting Pupils with Medical Conditions

Local Arrangements and Contact Details



This document supplements the Fierte trust wide policy: [Supporting Pupils with Medical Conditions](#). Other related policies (e.g. SEND) are available on the [policy page of the school website](#).

Date this form completed	September 2024	
By whom (name and position)	Rebecca Harris (HT)	
Date to be next reviewed by Academy	September 2025	
Role	Name	Contact details
Senior leader responsible for implementation of the Fierte trust wide policy and ensuring local arrangements are clear Other key persons responsible for the implementation of the policy and local arrangements	Rebecca Harris (HT) Stewart Malcomn (SENDCO) Marie Dawson (Inclusion Manager)	01283 248 530
Governor designated for SEND		01283 248 530
School nurse or other healthcare professional support provisions	School Nurse Team Hub	East Hub (covering East Staffs, Cannock, Lichfield, Rugeley, Tamworth) 0808 178 0611
Person with delegated responsibility for Individual Healthcare Plans (IHPs)	Marie Dawson (Inclusion Manager)	01283 563 811

Local arrangements

At Violet Way Academy, the Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions and has appointed the Inclusion Manager (Marie Dawson) as the designated lead person to administer IHPs.

Individual Healthcare Plan forms can be accessed via the drive (the SENDCO and Inclusion Manager will ensure that forms are saved in the Medical file in the SEND folder on the drive). IHPs should also be added to EduKey to ensure that relevant staff have access to them. These must be reviewed at least annually.

Medications must be signed in at the front office (correct forms need to be completed and signed by parents) and will be kept in a locked cupboard in the school office, or fridge if required.

Inhalers and spacers are kept by the class teacher in a box in the classroom in a designated place, of which pupils will be made aware. There is a folder in the box with each child's asthma card for children in that class. However, if the child or class moves to another area within the school or school grounds, the inhaler will be taken too. In case of emergency, we have two emergency inhalers in school.

In school we have anaphylaxis trained staff and named First Aiders. There is an emergency autoinjector kept in school.