



Trinity Fields School & Resource Centre,  
Caerphilly Road,  
Ystrad Mynach,  
Hengoed.  
CF82 7XW  
School No: 01443 866000  
Fax No: 01443 866045

09.09.25

## Supporting Learners with Health Care Needs Policy

Dear Parents and Carers,

I write with a reminder of our policy for supporting learners with Healthcare Needs. Our policy has been written using the latest guidance from Welsh Government's 'Supporting Learners with Healthcare Needs' policy (circular 215/2017). As such, I need to make clear our joint responsibility for supporting learners with healthcare needs. The full policy can be viewed on our website:

<https://trinityfieldsschoolandresourcecentre.co.uk/policies/leadership-and-management-policies/>

**Notification** – we require parents to clearly notify school/nursing staff when there is a request to administer/store medication (either by phonecall/SeeSaw/letter/conversation). Please note that communication through a taxi driver/passenger assistant will not be acceptable. In the vast majority of cases, our school nurses will administer the medication (This is not the case in satellite classes). However, there are occasions when suitably trained education staff will fulfil this role. Please note, we require you to inform us directly if there is medication in your child's bag (even if we have asked for it). **We also require you to clearly inform us if there is medication in your child's drink or item of food.**

**Changing Health Care Needs** – Please be advised that it is parents/carers responsibility to ensure that any changes to the medical conditions/medication of pupils are communicated to the school nursing team.

**Supply of Medication** – Unfortunately, we are unable to store surplus medication. Therefore, parents are asked to supply appropriate supplies of medication. When we receive a request to administer medication, our school nurses will arrange for a very simple consent form to be completed between school and parents/carers. It is important that any medication supplied to school:

- Is in date
- Has the contents clearly and correctly labelled.
- Is labelled with the child's name.
- Is accompanied with written instructions for administration, dosage and storage.
- Is in the original packaging as dispensed by the pharmacist (with the exception of insulin which is generally available via an insulin pump or pen).

**Administering the medication** – we will then administer the medication when and if needed. We will record this on appropriate forms and education staff will double sign where necessary (nursing staff don't need to double sign). Please note that where medication can be administered at home, it should be. Medication should only be administered in school if essential. We really appreciate your cooperation with this.

As always, if you would like to discuss this policy, please don't hesitate to contact me.

With very best wishes

Dave Jenkins  
Executive Headteacher

