



ATTENDANCE POLICY

Policy/Procedure Creator: Senior Management Team

Policy/Procedure created/reviewed: 11/03/2024

Centre Name	MEPA Academy
Centre Number	61710
Date Policy First Created	01/09/2021
Current Policy Reviewed by	Lewis Muir
Current Policy Approved by	Mandy Ellen

Role	Name
Exams Officer	Emma Finch
ALS lead/SENCO	Tilly Cook
Senior Leader(s)	Mandy Ellen, Emma Finch and Lewis Muir
Head of Centre	Mandy Ellen
Other Staff (if Applicable)	Tilly Cook

MEPA Academy Attendance principles:

- All schools seek to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.
- The Academy will strive to provide a welcoming, caring environment, whereby each member of the Academy community feels wanted and secure.
- All Academy staff will work with pupils and their families to ensure each pupil attends Academy regularly and punctually.
- The Academy will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- To meet these objectives, the Academy will establish an effective and efficient system of communication with pupils, parents/carers, and appropriate agencies to provide mutual information, advice, and support.

MEPA Academy is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

The principal and staff, in partnership with parents, have a duty to promote full attendance at MEPA Academy.

Aims:

- The Academy aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance to establish a routine for life.
- Parents are advised of the school's expectations during the induction meetings for new children.

Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend Academy regularly and arrive on time. Regular attendance is essential to the all-round development of the child, and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the Academy every day that their child is absent. The following lines of communication can be used to report absence: Telephone: 01622 756644 to report absence. This option is available at any time, day or night. A message should be left stating the pupil's name, year group, name of caller and reason for absence alternatively an email can be sent to info@mepacademy.com This is a safeguarding requirement so that all parties know that your child is safe. We require a call daily to confirm your child's absence and to ensure their safety.

The Role of the Academy Staff

At MEPA Academy there is a whole Academy responsibility to oversee attendance.

Class teachers are expected to complete a register within the first 10 minutes of each lesson throughout the Academy day and update the register to show any late arrivals to the lesson after the register has been taken. The registers taken first thing in the morning and again in the afternoon after lunch time, are the registration marks that will be shown on a registration certificate. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late.

Incorrectly recorded registration marks

If a child has been marked present in a class incorrectly, vice versa, or the register has not been updated to show late arrivals to the lesson, the class teacher will be held to account.

It is the responsibility of the Senior Management Team to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by text, followed by a phone call if no reason has been provided by the afternoon registration.
- Where there has been no communication, letters are sent to parents requesting reasons for absence. If no reason for absence has been provided within 2 weeks of sending the letter, the absence will be recorded as unauthorised.
- The appropriate attendance code is entered into the register (National Attendance Codes)

It is the responsibility of the Senior Management Team to ensure:

- Absence trends are identified, including sibling patterns
- Relevant staff are made aware of any issues affecting pupil's attendance, providing it is appropriate to do so. Confidential Information provided by parents/carers and pupils will only be shared on a need-to-know basis.
- Persistent Absentees are identified, and contact is made with parents/carers via telephone and meetings.
- Sign posting families to relevant agencies for support
- Relevant referrals are made for attendance concerns where all other avenues of support have been exhausted.
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Procedure for monitoring attendance

Each pupil is expected to achieve at least 95% attendance whilst on roll at MEPA Academy. We aim to achieve a whole Academy attendance percentage of 95% by the end of each academic year.

- 95 – 100% - absence is monitored by tutors who will investigate any concerns and liaise with the Attendance Officer.
- 90 – 94% - An attendance letter will be sent (please see appendix 1) highlighting concerns that the pupil's attendance has fallen below the expectations of the Academy. Courtesy telephone calls will be made during the term by a member of the Attendance team to discuss any potential issues. If the pupil's attendance drops lower during the term, parents/carers will be invited into Academy for a meeting with relevant members of the attendance and pastoral team to discuss the concerns (please see appendix 2)
- 80 - 90% - A medical evidence request letter will be sent (please see appendix 3) as we will no longer be authorising any further absence. Medical evidence can be in the form of a prescription or medication packet, an appointment card or medical label. A parent/carer does not have to supply this to the Academy if they choose not to. Once a child has missed 10% of education and their attendance is 90%, the child is considered a Persistent Absentee.

Children Missing Education

A child will not be removed from the Academy roll without consultation between the Senior Management Team and the PRU, Inclusion and Attendance Service when appropriate.

Lateness

MEPA Academy opens the doors to pupils at 8:00am, should they wish to arrive early. Pupils are expected to arrive by 8:40am in preparation for tutor time at 8:40. All pupils that arrive late must report to reception where they will be signed in. Morning registers close at 9am. The pupil will be marked as late before registration has closed (Code 'L'). Regular lateness to Academy will be addressed by the relevant tutor. A letter to be sent home for 95% or less days lateness.

Authorising Absence

Only the Senior Management Team can authorise absence using a consistent approach. **The Senior Management Team is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence.** If absences are not authorised, parents/carers will be notified. MEPA Academy follow the guidelines for absence as stated in the Department of Health and NHS guidelines for Academy attendance and illness and would encourage parents/carers to do the same.

Long-term medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Authorised absence codes will only be used after there has been some communication between parents/carers and the school.

If no explanation is received, absences will not be authorised. The following reasons are examples of absence that will not be authorised:

The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Absence if a parent/carer is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over Academy dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays
- Car broken down

New Pupil

If a new pupil has a history of poor attendance at their previous school, this will be addressed during the Pre-admission meeting.

Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Senior Managements ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at Academy unless they can prove that the child was absent:

- with leave (the Academy has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport in law, these are the only acceptable reasons for a child being absent from school.

The Senior Management may authorise absence in "exceptional circumstances", but this must be requested in advance and agreement to each request is at the discretion of the Senior Management Team, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Senior Managements decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with Academy holidays.
- Where an absence from Academy is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of an immediate member of the family.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the Academy is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable, and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that the Senior Management Team can agree on the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Parents/Carers are requested to submit requests for leave of absence/holidays during term time to the Senior Management Team. The Senior Management Team will then respond in writing with their decision to authorise or unauthorise the absence. (Appendix 7)

Pupils unwell during Academy time

If a pupil becomes unwell during the Academy day they will be escorted to the medical department. The medical procedure will then be followed as stated in the Pupil Illness and Medication policy. (Please see appendix 8). We will make every effort to keep the pupil in school, whilst ensuring they are monitored, and it is safe to do so. Parents/Carers will be contacted via telephone to explain the ailment and what measures have been taken to address this. If the child is too unwell to stay in school, after procedures have been followed as stated in the Pupil Illness and Medication Policy, parents will be asked to come to the Academy to collect their child to take them home. This supports MEPA Academy's safeguarding procedures. If the child presents as unwell in the morning before school, we request that parents follow the Department for Health's guidelines on Academy attendance before deciding whether to keep the child absent from Academy for the day. If Parents/Carers are unsure whether the illness constitutes a day's absence, they will need to telephone the Academy for advice. If parent/carers are aware their child may be unwell, but have decided to send them to school, they should contact the Academy so we can alert the relevant staff to closely monitor the pupil throughout the day. Should their condition deteriorate further, we will contact the parent/carers to advise you of the situation. If a pupil requires medication to be given in school, a Pupil Health Care Plan must be requested by the parent/carer from the office (Appendix 8b), then complete and returned as soon as possible. Without this form completed, we are unable to issue any medication during Academy hours.

APPENDIX INDEX

Appendix 1 Absence Letter

Appendix 2 Academy Attendance Meeting Letter

Appendix 3 Medical Evidence request letter

Appendix 4 Department of Health and NHS guidelines regarding absence

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Appendix 6a Request for Leave Letter (Authorised)

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Appendix 7 Pupil Illness and Medication Policy

Appendix 8 Pupil Health Care Plan

APPENDIX 1

Re: First attendance letter

Dear [parent/carer's name],

I am writing to you because [pupil's name]'s attendance has become a cause for concern. It currently stands at [add percent].

Regular attendance is an important factor in a child's academic success. When pupils are frequently absent, it is difficult for them to keep up with their Academy work and this could affect their life chances. For this reason, we take Academy attendance very seriously.

If your child is going to be absent from school, it is important that you contact the Academy on the first day of the absence to inform us of the reasons. If this continues for more than one day, you should make contact with the Academy on a daily basis to keep us updated.

We realise that some students are absent due to illness and this cannot be helped and we will have identified this as part of our monitoring.

We are keen to work with you to address any barriers to your child's attendance. If you require any advice or support on this matter, please get in touch with Kate or Claire to discuss this and we will do our best to help.

Yours sincerely

Mandy Ellen

Principal

APPENDIX 2

Sample Attendance Letter – Second Warning Letter

Re: Second attendance warning letter

Dear [parent/carer's name],

Following our previous letter dated [date of first letter] regarding [child's name]'s attendance, there continues to be a cause for concern. Our records show that [insert name of child]'s attendance is currently at [add percent].

Academy attendance is an important issue and something we take very seriously. I am therefore requesting that you come into Academy to discuss the current situation.

I have arranged for this meeting to take place in Academy on [add date] at [add time]. Please could you confirm that you are able to attend this meeting. If you are unable to attend, please contact the Academy office to make an alternative arrangement.

Regular Academy attendance is the responsibility of parents/carers. If your child's attendance remains at the current level, a referral will be made to the local authority who may need to start legal proceedings.

We look forward to your support in resolving this matter.

Yours sincerely,

[Name of staff member
Academy position]

APPENDIX 3

Sample Attendance Letter – Final Letter (Potential Legal Action)

Re: Final attendance warning letter

Dear [parent/carer's name],

Following two previous letters, we are now writing to formally express our ongoing concerns about the irregular attendance of your child, [add name and date of birth].

If a pupil fails to attend Academy regularly, the parent could be guilty of an offence under section 444 of the Education Act 1996. I am therefore warning you that, if further unauthorised absences are recorded, or your child fails to attend Academy regularly, we will need to refer this matter to the local authority.

Following this notification, if your child's attendance and/or punctuality does not improve, the local authority may start legal proceedings against you. If it is determined that an offence has been committed, this could eventually result in a fine of up to £2,500, a community order or imprisonment.

We will not issue further notification should we need to escalate this matter to the local authority.

We have attached a record of your child's attendance with this letter.

Yours sincerely,

[Name of staff member
Academy position]

APPENDIX 4**Rashes and skin infections**

<u>INFECTION OR COMPLAINT</u>	<u>RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u>
Athlete's foot	None – Athletes foot is not a serious condition, Treatment is recommended
Chickenpox	Until all vesicles have crusted over
Cold Sores	None – avoid kissing with cold sores. Cold sores are general mild and self-limiting
German Measles (rubellea)	Four days from onset of rash – preventable by vaccination (MMRx2)
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or after 48hours after starting antibiotic treatment, as this speeds healing and reduces the infectious period
Measles	Four days from onset of rash – preventable by vaccination (MMRx2)
Ringworm	Exclusion from school not usually required – treatment is required
Scabies	Child can return to school after first treatment
Scarlet fever	Child can return 24hours after starting appropriate antibiotic treatment.
Slapped cheek/fifth disease. Parvovirus	None (once rash has developed)
Warts and Verrucae	None

OTHER INFECTIONS

<u>INFECTION OR COMPLAINT</u>	<u>RECCOMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u>
Conjunctivitis	None
Glandular fever	None
Head Lice	None – treatment is recommended only in cases where live lice have been seen
Meningitis - Viral	None – milder illness.
Mumps	Exclude child for five days after onset of swelling – preventable by vaccination (MMRx2)

Threadworms	None – treatment is recommended for the child and household contacts
Tonsillitis	None – there are many causes, but most cases are due to viruses and do not need an antibiotic

COMMON CONDITIONS

<u>INFECTION OR COMPLAINT</u>	<u>RECCOMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u>
Cough and cold	None – a child with a cough and cold may attend school
Headache	None
Sore throat	None – a sore throat doesn't have to keep a child from attending school

Coronavirus – COVID-19

Coronavirus	
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APPENDIX 5a

Re : Lateness

Dear «salutation»

I am writing to express my concern about «forename»'s frequent late arrivals to the Academy in the morning. Since September «forename» has arrived late a total of «total_lates_both» times.

I appreciate that on occasion transportation issues cause students to be late, however if this is a recurring theme you may wish to consider revising how morning routines can be improved. I feel that if «forename»'s level of lateness continues it may start to have an impact on «his_her» learning. Students are expected to arrive at the Academy no later than 8.40am to be in registration, lateness disrupts tutor time and assemblies for our other students.

I hope for your support in helping «chosen_forename» to attend Academy on time in the future. Should you have any questions or require any further support please do not hesitate to contact our main office.

Yours sincerely

Mandy Ellen

Principal

APPENDIX 5b

Name Address

Date Dear «addressee»

Re: «chosen_forename» «chosen_surname»

I am writing to express my concern over the number of occasions that «chosen_forename» has arrived at Academy after the registers have closed. I attach for your information a summary of attendance indicating the days «chosen_forename» was late (Code U) and the time of arrival.

At MEPA Academy, the register is taken at 8:40am, pupils are expected to arrive by 8:40am to prepare for the Academy day. Morning registration closes 9am. Afternoon registration is taken at 12. Pupils who arrive after the register has closed will be marked as 'U'. This records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Yours sincerely

Mandy Ellen

Principal

APPENDIX 6a

«date_of_printing»

«addressee»

«address_block»

Request for leave during Term-Time

Dear «salutation» I have received your request to take «forename» out of Academy for a family holiday between DATE, a total of ? Academy sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Principal's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school, I will be making a request for a

Yours sincerely

Mandy Ellen

Principal

APPENDIX 6b

«date_of_printing»

«addressee»

«address_block»

Dear «salutation» Thank you for your recent request for leave of absence for «chosen_forename» from xxxx to xxxx.

I am pleased to inform you that the Senior Management Team concluded that the reason for the requested absence is exceptional and therefore leave of absence has been granted for «chosen_forename». Please ensure that «chosen_forename» collects any work prior to «his_her» absence so «he_she» can keep up to date with «his_her» studies.

Should you have any questions about the information contained in this letter please do not hesitate to contact me via email info@mepaacademy.com otherwise call me at the Academy on 01622 756644.

Yours sincerely

Mandy Ellen

Principal

APPENDIX 6

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

It has come to our attention that «forename» is currently away on an unauthorised holiday. However «he_she» has also been reported unwell. Please can you produce medical information of «forename»'s illness from your GP on «his_her» return for example a photocopy of a prescription, medication or appointment card from reception.

Should you have any questions about the information contained in this letter please do not hesitate to contact the Attendance Team via email info@mepacademy.com Alternatively call in to speak to us direct on 01622 756644.

Yours sincerely

Mandy Ellen

Principal

APPENDIX 7

MEPA ACADEMY PUPIL ILLNESS AND MEDICATION POLICY

Introduction This policy outlines procedures to be followed in the event of pupil illness and managing medication in school. This policy is linked with the following policy's:

- Attendance Policy
- Medical Policy
- Safeguarding Policy

Pupil Illness

i) Decisions by Parents/Carers regarding attendance or absence

Parents and carers are asked to follow the Department of Health and NHS guidelines regarding minor illness and Academy attendance (Appendix 1) when deciding if their child is well enough to attend school. Most illness' can be classified as one of a few minor health conditions. If a parent/carer is unsure whether their child's symptoms warrant a day's absence, please contact the Academy for advice. If the Parent/Carer is concerned about their child's health, a health professional should be consulted.

ii) Absence reporting procedure

If a parent/carer has deemed their child to be too unwell for school, they should ring the Academy before 8:45am on 01622 756644 to report the reason for their child's absence. When leaving a message as unwell or ill will not be authorised. Please refer to the Attendance Policy for authorised and unauthorised absence criteria.

iii) Pupils who become unwell at Academy

If a pupil becomes unwell at school, they will be excused from lesson and will be sent to the medical room. The following procedure will then be followed:

- Your child will need to explain what their symptoms are, this will be checked against the Department of Health's Guidelines on minor illness and pupil absence.
- An assessment will be made on your child's appearance and presentation
- If appropriate, a monitoring period will be completed. Your child will be seated in the medical area while this is taking place.
- Parents/ Carers will be contacted to explain the situation and the steps that have been taken.
- If you have given permission for non-prescription medication to be given at Academy (please see below), this will then be administered.
- After the monitoring period a decision will be made as to whether your child returns to lessons or is to be collected by a parent/carer to go home.

Every effort will be made to keep your child in Academy unless they are too unwell to do so. If your child is to be sent home, Parents and Carers will be contacted and asked to collect their children from Academy as part of our Safeguarding Procedure. Every effort will be made to contact the Parent/Carer or failing that, their emergency contacts will be contacted to advise the child needs to be collected from school. It is vital that the Academy is told if there has been a change of telephone number or details of emergency contacts have changed throughout the year. Please also ensure the data collection sheet is returned asap at the start of the year regarding any changes.

It is the staff's responsibility to monitor and record all medical needs. Parents/Carers are entitled to this information, if required, as this may assist with any further investigations regarding medical issues relating to their child. Staff will also investigate repeated presentations of individual pupils and it may be necessary to contact parents about these to have further discussions.

Pupils who have an accident at Academy

If a child has an accident during Academy hours, a member of staff trained in first aid will assess the severity of the accident and make a decision to apply first aid if appropriate to do so. Any significant accident or injury will be reported to parents/carers immediately. Head injuries will always be reported to parents/carers. If appropriate and the severity demands, the Academy will call an ambulance. Any treatment administered will be recorded in the Academy accident book, and of the severity requires, the accident will be reported to Local Authority.

Pupils on whom live head lice are seen at Academy

If live head lice can be seen in a child's hair, the child will be withdrawn from class and kept under supervision while parents/carers are contacted and asked to collect their child from Academy and treat the condition immediately. Once the condition has been treated the child may return to school. Information on treatment of head lice is available from local pharmacy's, on the NHS website; www.NHS.co.uk or please ask at main reception for a leaflet regarding this.

Pupils with ongoing/serious medical conditions

Please refer to the medical Policy. If your child's condition changes in any way, it is the responsibility of the parent to keep the Academy informed of this.

Pupils who require crutches and are unable to climb stairs

Crutches must have been supplied by a hospital or medical professional in order for your child to use these at school. Parents/Carers of pupils who need to use crutches or walking aids, please arrange an appointment and bring in 26 Page 26 of 31 the medical evidence of this with the relevant tutor. The staff will complete a risk assessment based on your child's needs whilst they are in school.

Administration and Management of Medication in Academy

i) When the Academy will agree to administer medicine

The prime responsibility for the child's health rests with Parents/Carers, who should provide the Academy with information about their child's medical condition either on admission or when the child first develops the medical need. Where a child has a long term medical need, a health care plan will be drawn up with the parents and health care professionals. Similarly, the prime responsibility for administering medication to children who attend Academy rests with the parents/carers. However, we recognise that there are

occasions when certain prescribed medication is needed throughout the Academy day. We also acknowledge that by administering non-prescription medication such as paracetamol or antihistamines can be helpful to the child's ailments, attendance at Academy and academic learning. We have taken the decision to keep a stock of paracetamol in Academy for these cases.

We agree to administer prescription medication if the following conditions are met:

- Prescription medication will be administered in school, providing a Pupil Health Care Plan has been completed and has signed by a parent/carer.
- The prescription medication must be clearly labelled from the Pharmacist with the child's name and dosage visible.
- Any change in dosage or medication must be reported to the Academy immediately
- The Academy will administer epipen treatment if the need arises to pupils who have a condition requiring such treatment, providing the parents/carers have completed the Pupil Health Care Plan and they have provided an epipen for their child which is in date. The Academy will not administer treatment with an out of date epipen, nor will it use another child's epipen.
- If a pupil is required to carry their own prescription medication such as an epipen or asthma inhaler, they will not be permitted to do so unless a Pupil Health Care Plan has been completed.

We agree to administer non-prescription medication if the following conditions are met:

- Non-prescription medication will be administered providing a Pupil Health Care Plan has been completed and signed by a parent.
- Any non-prescription medication other than paracetamol must be provided by the parent/carer, with the bottle or packet clearly labelled with the pupil's name and instructions for dosage.
- Before administering paracetamol, a designated member of staff trained in first aid **MUST** have spoken to a parent/carer to ascertain if any paracetamol has been taken already and what time. The Parent/carer is then required to give permission for more to be administered over the phone. **If we are unable to verbally gain permission for this to be administered, the pupil will not be given paracetamol.**
- Before administering any non-prescription medication supplied by the parent, Mrs J Winter or a designated member of staff trained in first aid **MUST** have spoken to a parent/carer to ascertain if any has been taken already and what time. The Parent/carer is then required to give permission for more to be administered over the phone. **If we are unable to verbally gain permission for this to be administered, the pupil will not be given the medication.**

ii) **How the Academy will store and record medication**

- Medicines bought into Academy will be stored in a locked medicine cabinet in the medical room, or if refrigeration is required, in a refrigerator
- Epipens are carried by the pupils. Each epipen must be clearly labelled with the name of the child to which it belongs to. A clear note is added to sims regarding this so all staff are aware of pupils who have this medical need.
- A record will be kept of all medicines administered including dosage
- If a pupil refuses to take medicine, this will be recorded and parents/carers will be informed. If refusal to take medication results in an emergency, then emergency procedures will be followed.

- Medicines will only be administered by staff who are first aid trained. EpiPen's will only be administered by staff who are trained to use these. These staff will receive training and refresher courses as necessary to ensure their knowledge and information is kept up to date.

Minimising cross infection in school

We have decided to use hand sanitizers in Academy in an attempt to reduce cross infection. We have been able to source a particular variety which offers 24hour protection after using once. Pupils, staff and visitors are required to use the dispenser in Main reception and Pupil reception before entering the main building. The hand sanitizer is water based and allergy tested.

Appendix 8

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medication.

Name of Child:	
Date of Birth:	
Medical condition/illness:	
Medication Required (if any)	

I give my permission for the following medication to be given during school time and recognise this is not a service which the school are obliged to undertake:

MEDICATION	TICK	DOSAGE
Paracetamol (for general pain) The school can provide this		X 2 when required unless otherwise stated
Antihistamine – (please name)		
Antibiotics – (please name)		
Asthma Pump		

I understand I will be contacted via telephone before any medication is given to provide verbal permission before hand. It is my responsibility to notify the school of any changes of medication.

CONTACT DETAILS

Name:	
Daytime Telephone No:	
Relationship to Child:	
Signature and Date:	
Comments:	