*This template is designed to assist production of a separate local authority healthcare needs policy or it can be included within an appropriate existing policy. It is an optional, basic framework and should be adapted to be relevant to each individual local authority and its schools and learners’ needs. Your policy must be produced in line with the Welsh Government’s ‘Supporting Learners with Healthcare Needs’ statutory guidance:* [*http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en*](http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en)*, page references are set out below. This link also provides template forms and useful contacts. Please make your policy available online, containing no confidential or personal information.*

**Policy:** Healthcare Needs Policy for *(insert LA name)* **Date of issue: Review date:  
LA’s full address and post code:  
LA’s phone number (including area code):  
LA’s email address:  
Website address for this policy:**   
**Name of person responsible for maintaining this policy:**

**1. Key principles** (page 2 & 6) - outline your local authority (LA) strategic aims and commitment to supporting learners with healthcare needs within your maintained nursery, primary, secondary and special schools and pupil referral units (PRUs).  
  
**2. LA’s legal requirements** (pages 2-3 & 28-31) - outline your LA’s legal requirements in regard to supporting your schools/PRUs’ learners with healthcare needs.

**3. Roles and** **responsibilities** - outline the roles and responsibilities of the following:  
 **Local Authority** (pages 6-11)

- Director of Education  
- Governor Support Officers  
- Inclusion Support Officers  
- Education Welfare Officers  
- Safeguarding Support Officers  
- Headteachers, teachers-in-charge (PRUs), teachers and other staff members   
- designated members of staff who support learners with healthcare needs   
- first aiders

**Working with others** (pages 6-11) - outline how your LA will share information and work with partners to support learners with healthcare needs. This should include:   
- the local health boards;   
- health professionals;  
- education professionals; and  
- other relevant professionals.  
 **4*.* Creating an accessible environment** (pages 11-13) - outline how your schools and PRUs ensure inclusivity and accessibility in the fullest sense to learners with healthcare needs.

**5*.* Sharing information** (pages 13-14) - outline how your LA, schools and PRUs will communicate information effectively and confidentially, including with:   
- teachers, supply teachers and support staff (this may include other staff such as catering staff or relevant contractors);   
- parents and learners; and  
- healthcare professionals.

**6*.* Procedures and record keeping for the management of learners’ healthcare needs** (page 14 & 26) - outline how your LA, schools and PRUs will identify and manage learners’ healthcare records.   
 **7*.* Storage, access and administration of medication and devices** (pages 14-17) - outline how your schools and PRUs should store, access and administer medication and devices.   
 **8*.* Emergency procedures** (page 17) - outline how your schools and PRUs should deal with a medical emergency.   
 **9. Training** (pages 17-18)- outline how staff who volunteer or are contracted to undertake healthcare roles will be trained, including the LA’s responsibility to ensure:  
- a sufficient number of staff are identified and supported; and   
- relevant and up-to-date training is provided and recorded, which ensures staff are competent and confident to support learners with healthcare needs.  
  
**10. Education other than at school (EOTAS)** (pages 19-20)- outline the legal duties of the LA to provide effective support for learners who require EOTAS due to healthcare needs, for example if they are in hospital or at home.

**11. School transport** (page 21)- outline the legal duties of the LA to provide school transport for learners with healthcare needs as appropriate. Please see <http://gov.wales/docs/det/publications/140616-ltog-en.pdf> and <http://gov.wales/topics/educationandskills/allsectorpolicies/learner-travel/?lang=en> for further guidance.

**12. Reviewing policies, arrangements and procedures** (page 21 & 26)- outline how your LA, schools and PRUs will ensure their healthcare needs policies, arrangements and procedures are appropriately reviewed.

**13. Insurance arrangements** (page 22)- outline the legal duties of the LA regarding insurance cover for learners with healthcare needs, which needs to be of an appropriate level for school activities, including off-site activities.

**14. Complaints procedure** (page 22)- summarise your LA’s complaints procedure here.

**15. Individual healthcare plans (IHPs)** (pages 23-26)- outline how IHPs will be appropriately created and maintained.

**16. Unacceptable practice** (page 27)- outline what unacceptable practice is;  
your process for making staff and others aware of this; and   
the measures your LA has put in place to prevent unacceptable practice.   
  
Please see the ‘Unacceptable Practice’ section in the Welsh Government ‘Supporting Learners with Healthcare Needs’ statutory guidance: <http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>