



Dear Parents/Carers,

Medicines/Toilet Pass/Medical Pass

Following the publication of the new SEN Code of Practice 2014 the Academy now has to implement new guidelines on medicines and medical needs.

If your child requires medication to be administered in Horbury Academy you must complete the medical form on the Academy website: www.horburyacademy.com and the form returned to the Academy before any medication will be administered. Parents/carers must inform the Academy of any changes in medication or dosage.

Should your child require a toilet pass or medical pass to leave lessons please provide a written letter from yourself and any supporting medical documentation then a pass will be provided. Should your child have a broken bone you are required to inform the child's Head of Year in advance of their return to the Academy so that risk assessments and relevant arrangements can be made for your child.

Please take time to read the policy and procedures on the Academy website www.horburyacademy.com .

Yours faithfully,

Mrs V Martin
SENCO