INCLUSION AND WELLBEING NEWSLETTER (September 2026)

OAKWOOD PRIMARY ACADEMY

Welcome to Term 1 at Oakwood!



Firstly, I hope you all had a fantastic summer break and were able to enjoy the sunshine! It is certainly feeling like a distant memory as we steam through Term 1! I also want to extend a warm welcome to any new families to Oakwood. I hope you are settling into our school community and your children have had a good start to the Term. For those of you who don't know me, my name is Mrs. Wood and I am the Assistant Head for Inclusion (SENDCo) and Designated Safeguarding Lead (DSL) at Oakwood. I try to base myself around the school at the start and end of the school day – please do come over and say hello!

I am also very ably supported by Mrs. Mack (SEN Administrator) who will often contact parents on my behalf or arrange appointments, update Health Care Plans and support all things inclusion!

I send termly newsletters highlighting all things inclusion! If there is something you would like to know more about or would like highlighted in these newsletters please do let me know.

This Term's focus: Medical Needs

As a school, we are committed to supporting children with health care needs in school. Whether this is asthma, long-term medical needs or short-term illness. Many of our staff are first aid/paediatric first aiders and we pride ourselves on ensuring that all staff are annually trained in areas of need relevant to our school; this includes epilepsy training, asthma training, EpiPen/anaphylaxis/allergy training as well as safer eating and sleeping training for our EYS teams.

Health Care Plans (HCPs)

If your child has a long-term illness or requires adaptions in school related to medical needs; a Health Care Plan (HCP) will be created for them. Mrs. Mack (our SEN administrator) will work with you to create and agree a plan, based on the medical evidence provided, For children with asthma, we use your child's asthma plan from their asthma medical nurse/team, to ensure we have updated information about their care needs..

Short-term/long Term medicine use

If your child requires long-term or short-term medicine used, please let the school office know. You will be asked to complete a medicines administration form before staff are able to administer. Please know that we are only able to able administer medicines prescribed by a doctor and in their original packaging. In exceptional circumstances, where a child is recovering from a short illness, we can administer Calpol but this is on a case-by –case basis and for a limited period of time. Please refer to our medicines and administration policy found on our website..

How can you help us, to help your child?

- Ensure Arbor/Office are updated with any changes in your child's medical needs (including importantly allergies)
- Asthma inhalers are brought into school and in date
- Health Care Plans (HCPs) are reviewed annually and are signed and returned promptly (note: Mrs Mack will be sending these in the next day or two! Please return promptly to school office)
- Medicines are prescribed and brought into school in their original packaging with pharmacy dispensing label intact

Finally..... As well as this newsletter, I do often post on our Wellbeing Padlet signposting various groups/sources of support. Please do take the time to have a look. As shared, I try to keep appointments free at the start and end of my day to meet with parents, so please do speak with Mrs. Mack or the school office should you wish to make an appointment with me.