



Supporting Pupils at School with Medical Conditions Policy

Date policy was last reviewed and approved:	July 2025
Date for Review:	July 2026

Policy for Supporting Pupils at School with Medical Conditions

This policy should be read in conjunction with the administration of medication to pupils policy, the intimate care policy and, if applicable, the SEND policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. It also adheres to the statutory guidance in 'Supporting pupils at school with medical conditions' DfE April 2014

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Long term absences due to health problems effect children's education attainment, impact on their ability to integrate and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional wellbeing.

For Children who are disabled the governing body **must** comply with their duties under the equality act 2010.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information from medical professionals.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The Inclusion Manager is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly
- Should ensure the IHP should be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. After this point we need to add a new one. The school red card

system is used so that all staff working with the child are fully aware of the child's condition and know how to respond to any problems with the child's condition.

- Where children are joining Hemingford at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place within two weeks of the child starting school. If a child currently attending the school develops a new condition or is given a new diagnosis, arrangements should also be in place within two weeks of the parents informing the school of the new condition/diagnosis.

Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Some pupils with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support the child needs. However not all children with a medical condition require an individual healthcare plan in school. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record. If consensus cannot be reached, the headteacher or Inclusion Manager is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an Individual Healthcare Plan is provided at Appendix A.

Individual Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

An example of a school IHP can be found in Appendix B.

Identifying Children with Medical Conditions in School

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

If a child in school has an identified medical condition that requires treating in a specific way, a card is created for them that is kept both in the staff room and in the child's classroom. This card has a photo of the child on it and a brief description of the child's condition. On the reverse of the card is a short explanation and protocol of what is to happen if the child falls unwell due to their condition. This means all staff working with the child are able to react quickly to any care the child may need. The cards are made in discussion with both the parents and the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent and confident to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Class Teacher to ensure that any supply cover has a copy of the IHP and is fully aware of appropriate procedures.

School Nurses and other healthcare professionals

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- Parents are responsible for providing the school with up to date prescribed medication
- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

Notes

- In line with their safeguarding duties Governing bodies should ensure that pupil's health is not put at risk from, for example infectious diseases. The school therefore does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

Unacceptable Practice

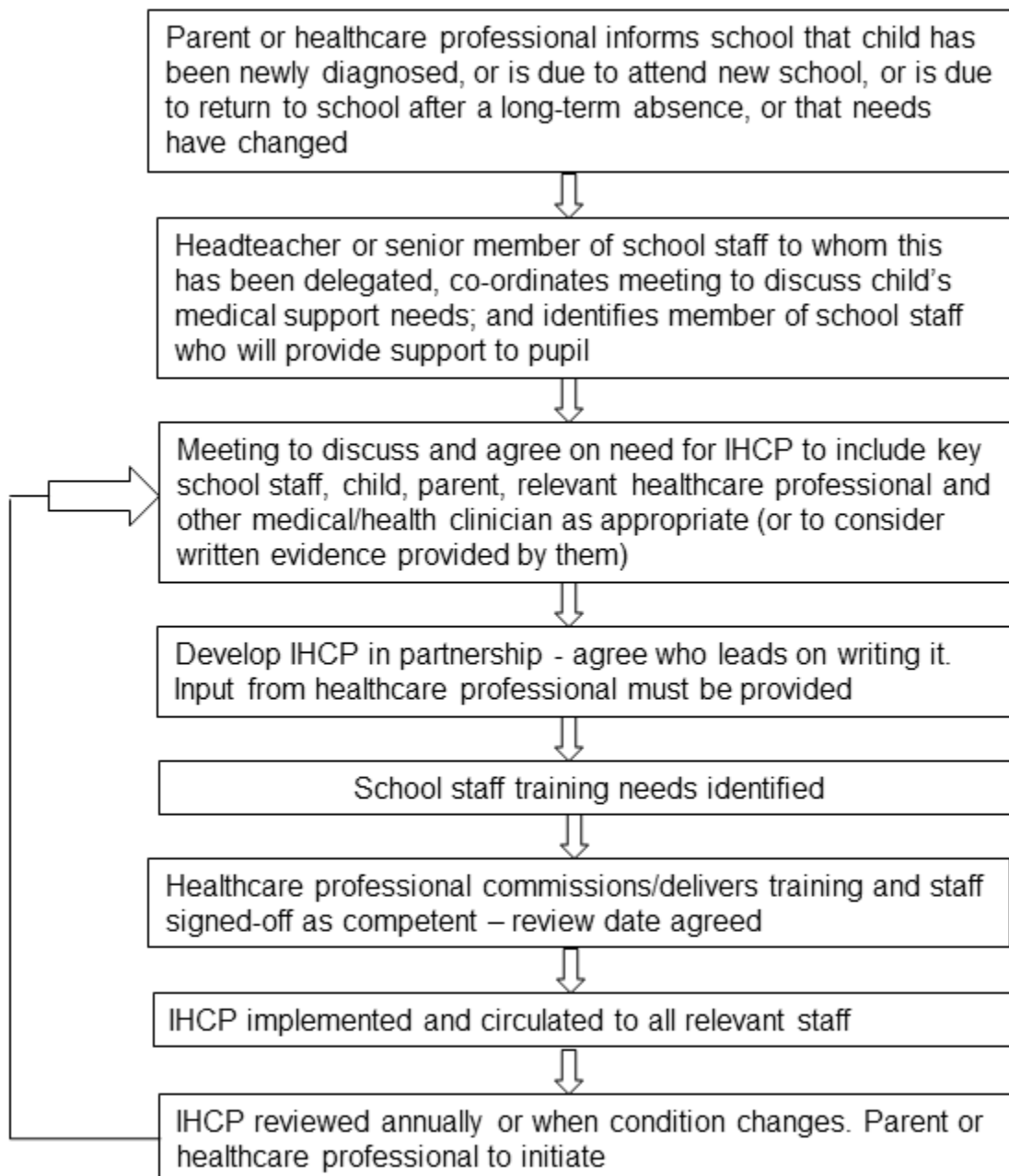
Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
- If the child becomes ill send them to the school office unaccompanied or with someone unsuitable.
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendix A: Model process for developing individual healthcare plans



Appendix B:

Individual Health Care Plan

Child's name	
Class	
Date of Birth	
Address	
Medical Diagnosis or Condition	
Date	
Review Date	
Name of Parent/Carer 1	
Contact Numbers	Work: Home: Mobile:
Relationship to Child	
Name of Parent/Carer 2	
Contact Numbers	Work: Home: Mobile:
Health Professionals Involved	
Contact Numbers	
GP Name	
Contact Number	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments.

Describe equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to administer medication, administered by who.

Staff trained to administer.

SEND

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency and the action to take if this occurs

Staff training needed/undertaken

Plan developed with	Signed

Form copied to