


# Supporting Pupils with Medical Conditions Policy

## Thomas Keble School



This is a <b>statutory policy</b> and was agreed upon by the Full Trust Board on (and supersedes all previous policies relating to this area):	1 <sup>st</sup> July 2026
Signed by The Chair of Trustees Ms Mia Baker:	
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## **1. Aims**

At Thomas Keble School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening. We will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Ensure pupils, staff and parents/carers understand how we will support pupils with medical conditions;
- Set out the roles and responsibilities for everyone in the school community in regard to this policy;
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs);
- Set out how we will manage medicines in school;
- Reassure parents/carers that the school will help their child feel safe, supported and included.

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) from the Department for Education (DfE). This policy also complies with our funding agreement and articles of association.

## **3. Roles and responsibilities**

### **3.1 The trust board**

The trust board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The trust board will:

- Review this policy annually, in line with the relevant legislation and requirements;
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition;
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy.

The trust board delegates the day-to-day implementation of this policy to the Headteacher who in turn delegates elements of this to the named medical lead, Mrs. T O'Malley.

## 3.2 The Headteacher and Named Person in charge of implementing the policy

### The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation;
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs

### The School Business Manager will:

- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.

### The named medical lead will:

- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

## 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

When a member of staff becomes aware of a new or changed medical condition (including a temporary condition), they must:

- Notify the **medical lead, Mrs T O'Malley** immediately, who will then:

- Inform the relevant **Head of Year** who will flag this to staff in **weekly briefing**;
- Record the information on the school's MIS on the same day, so that it is available to all staff.
- Notify relevant staff via email on the same day.

The medical lead will coordinate next steps, including communication with parents/carers and any requirement for an IHP or temporary Medical Support Plan.

### **3.4 Parents/carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Provide **evidence** of appropriate prescription and written permission for staff to administer medicines;
- Be involved in the development and review of their child's IHP, and may be involved in its drafting;
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times;

### **3.5 Pupils**

Pupils with medical conditions are expected to comply with their IHPs. Pupils may be asked to provide information about how their condition affects them. Pupils may be involved in the development of their IHPs.

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Equal opportunities**

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Where relevant, risk assessments may be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Parents/carers and any relevant healthcare professionals may be consulted when preparing Risk Assessments.

## 5. Being notified that a child has a medical condition

We ask that parents/carers proactively inform us by either phone call to the school or an email [admin@thomaskeble.gloucs.sch.uk](mailto:admin@thomaskeble.gloucs.sch.uk) if their child's medical needs change during the school year. We will send a reminder to parents/carers in May, as well as a form to complete, if their child requires certain medicine(s).

### 5.1 On notification of a new or changed medical condition

On notification of a new or changed medical condition, staff receiving information will pass this to the medical lead, Mrs T O' Malley who will:

- Contact parents/carers (where this has not already occurred) to confirm key information;
- Identify any immediate risks, restrictions or required adjustments;
- Put in place **interim arrangements on the same day where relevant**;
- Record the information on the School MIS and communicate relevant adjustments to appropriate staff;
- The process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

### 5.2 Short-term or temporary medical conditions

The school recognises that pupils may present with short-term or temporary medical conditions (e.g. fractures, sprains, post-surgical recovery) that require support during the school day.

The medical lead, Mrs T O'Malley must be informed immediately. In these cases:

- The condition will be treated as a medical need requiring an appropriate response, even where an Individual Healthcare Plan (IHP) is not in place;
- Reasonable adjustments will be implemented immediately to support safe access to education (e.g. movement between lessons, adaptations to practical activities, access to equipment);
- A proportionate decision will be made as to whether a **temporary Medical Support Plan**, a full IHP, or an emergency evacuation plan, is required.

Arrangements for short-term conditions will be put in place without delay and reviewed regularly until the pupil has fully recovered.

### 5.3 New Starters

- For new starters, we will include a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs.
- Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks.

## 6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. The day-to-day responsibility has been delegated to the named medical lead. Plans will be reviewed annually, or earlier if there is evidence that the pupil's needs have changed.

Decisions about whether an IHP is required will be based on evidence and professional judgement.

Where information is provided by parents/carers, the school will seek appropriate supporting evidence, such as:

- Medical letters, discharge summaries or clinic notes;
- Confirmation of restrictions or required adjustments.

In urgent or short-term situations, the school may implement provisional arrangements based on parental information. These arrangements will be reviewed once supporting evidence has been received.

The school will determine whether a full IHP is required based on:

- The **expected duration** of the condition;
- The **level of support required** during the school day;
- The **risk to the pupil if the condition is not appropriately managed**.

For short-term conditions, a **temporary Medical Support Plan** may be implemented instead of a full IHP. This will:

- Outline key adjustments, restrictions and support arrangements;
- Identify which staff need to be aware;
- Include a clear review and end date;

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;

- By whom.

Not all pupils with a medical condition will require an IHP with a decision based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership, including relevant healthcare professionals as needed.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher will support the medical lead, by considering the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication in the original packaging (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact and contingency arrangements.

Once a plan (temporary or full IHP) is in place, the school will ensure that:

- All relevant staff are informed promptly;

- Information is shared appropriately, in line with data protection requirements;
- Arrangements are applied consistently across all lessons and activities;
- Where a medical condition (including temporary conditions) impacts a pupil's safety within the school environment (e.g. mobility around site), a **dynamic risk assessment** will be completed and reviewed as required.

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

Relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher and Medical Lead. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils;
- Fulfil the requirements in the IHPs;
- Help staff to understand the specific medical conditions they are being asked to support with, their implications and preventative measures.

Where relevant, healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The trust board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been given medication, in the event of a head injury, or when deemed appropriate by the medical lead or school.

IHPs are kept in a readily-accessible place that all staff are aware of.

We will:

- Enter each pupil's medicine need in the school's MIS;
- Update our records when parents/carers of pupils inform us of changes to their child's needs;
- Keep a record of changes;
- Make sure that all staff have access to records so that they are informed about pupils' medical needs;
- Securely hold this information digitally in accordance with the UK GDPR;
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018).

## **11. Liability and indemnity**

The trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. We will ensure that we are a member of the DfE's risk protection arrangement (RPA).

## **12. Complaints**

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be monitored by the headteacher and the health and safety lead.

It will be reviewed and approved by the governing board every 3 years.

## **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan

- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Managing medicines policy

## Appendix 1: Being notified a child has a medical condition

