



Supporting Pupils with Medical Conditions Policy



Approved by	Local Governing Body	Date Approved	January 2026
Review cycle	Annual	Date of next review	Autumn 2026

Version	Date	Update	Owner
V1	Nov 2021	Annual update. Source document ELT template/The Key	SJY
V2	Mar 2023	Annual update. Clarity over external bodies titles & update to reflect actions from Safeguarding Audit.	AKI
V3	Dec 2023	Annual update. Contact details changed	BAL
V4	Nov 2024	Annual update. Language re: student services to student reception changed. Responsibilities updated.	BAL
V5	Dec 2025	Annual update, including the addition of appendix 4- IHP Template	BAL/NSE

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parent/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Governing Body will monitor this policy.

The school will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The person with responsibility for implementing this policy is the Headteacher.

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 body to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school and the Surrey guidance found here.

- This policy considers the Equality Act 2010 and the SEND Code of Practice 2015 and aligns with Surrey County Council's Local Offer and statutory duties under the Education Act and safeguarding legislation.
- This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The local governing body

It is the statutory responsibility of the Local Governing Body to ensure that the arrangements the school has in place to support pupils with medical conditions meet the responsibilities mandated by law and that all areas are effectively implemented.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure 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
- Ensure that all staff who need to know are aware of a child's condition
- Delegate responsibility for the development of IHPs to the Deputy Headteacher responsible for Culture and Inclusion

- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the external 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 nursing service
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date and reviewed at least annually

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one 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.

3.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, by filling out the initial IHP form online sent by the school office
- 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 will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 External School Nursing Service and other healthcare professionals

The external 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 paediatricians, will liaise with the Surrey Schools' Nursing Service Team and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

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.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Deputy Headteacher responsible for Culture and Inclusion.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

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. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the external school nursing service, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

For trips and visits, students with an IHP must feature in the risk assessment. Parent consultation should always take place prior to any trip with the trip leader to discuss medical needs and care.

IHPs will be linked to, or become part of, any education, health and care plan (EHCP). If a pupil has SEN but does not have an EHCP, 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 body and Deputy Headteacher responsible for Culture and Inclusion will consider 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 (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. A signed parent consent form must be submitted with any medication.

- 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 or 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, e.g. asthma pump or EpiPen, 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

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parent/carers' written consent
- Annual consent is sought from parents/carers to allow the school to dispense pain relief. Parents/carers are contacted should pain relief be given and it is recorded appropriately.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parent/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Any member of staff giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Staff will not administer medication without appropriate training or consent.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers, and it will be reflected in their IHPs.

Pupils should not carry their own prescribed medication other than an asthma pump or an EpiPen. Prescribed medicines should be stored in a locked cupboard in Student Reception. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary. The school does not advocate the pupils carrying their own pain relief medication; this is available from Student Reception subject to a current parental consent form being signed. Pupils must not share their own medicine with other pupils.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g., by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

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.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance.

The school carries spare AAs (adrenaline auto-injectors), located in student reception. These are regularly reviewed and replaced as needed.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. Refresher training is provided on an annual basis.

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.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Headteacher. 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 have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The Local Governing Body 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 pupil has been unwell at school.

IHPs are uploaded to student's medical profile on Arbor MIS which all staff are aware of.

11. Liability and indemnity

The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Enlighten Learning Trust is a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly the Deputy Headteacher responsible for Culture and Inclusion in the first instance, and then the Headteacher. If the Headteacher cannot resolve the matter, they will direct parent/carers to the school's complaints procedure.

13. Monitoring arrangements

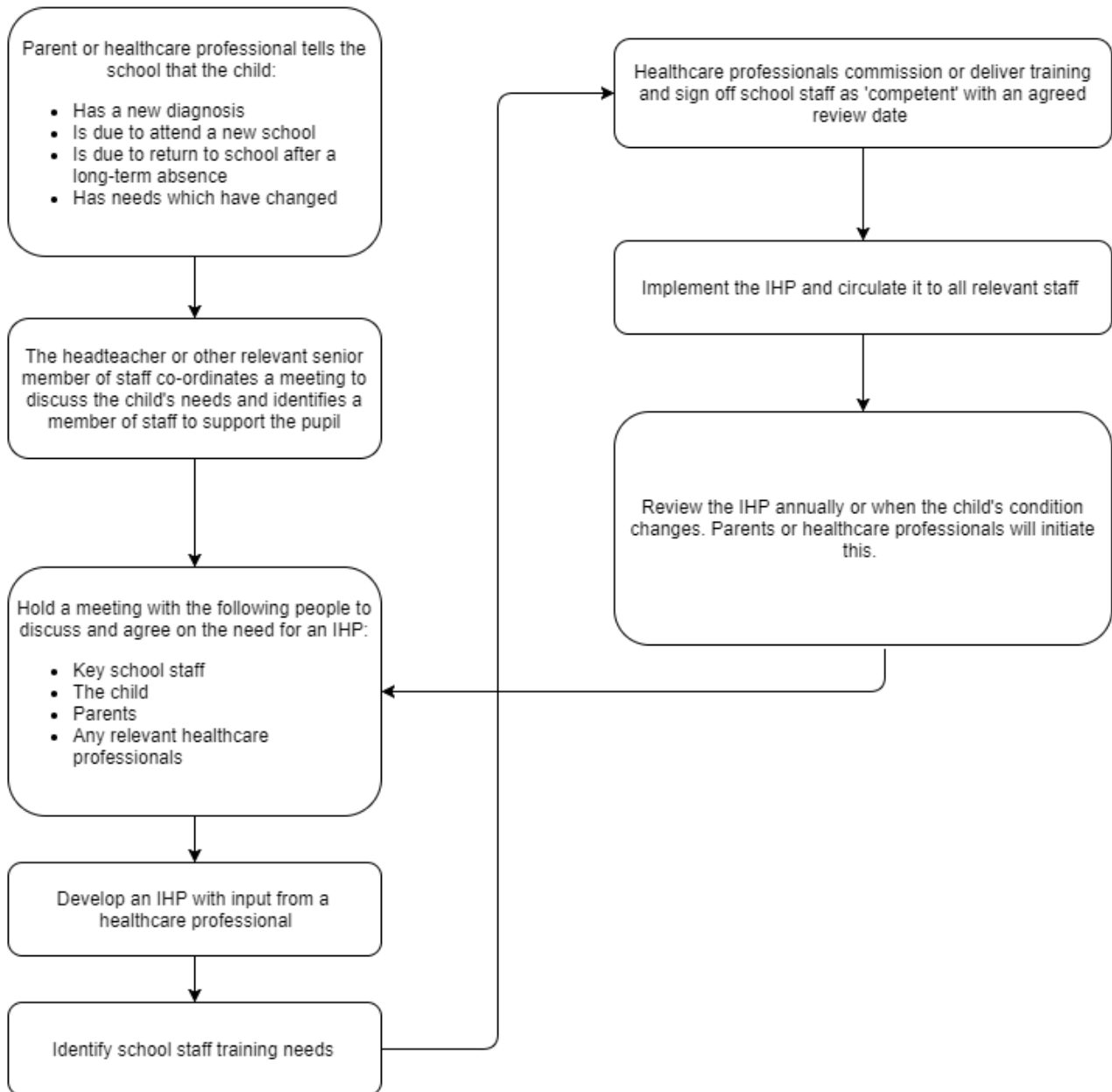
This policy will be reviewed and approved by the Local Governing Body annually.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Procedure
- Equality Information and Objectives
- First Aid Policy
- Health And Safety Policy
- Safeguarding Policy
- Special Educational Needs Information Report and Policy
- Attendance Policy
- Children with Health Needs who Cannot Attend School Policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Allergy Management at School

i. Introduction

This appendix provides guidelines for managing allergies and anaphylaxis within our school. It is essential to ensure the safety and well-being of students with allergies, especially those at risk of severe allergic reactions.

ii. Individual Healthcare Plans

Individual Healthcare Plans involve collaboration between the school, parents/carers, and relevant healthcare professionals (e.g., school nurse, specialist, or paediatrician).

The aim is to outline steps for helping the child/young person manage their specific condition and overcome barriers to education.

Where a child/young person's health issues relate solely to their allergy, the **IHP** can function as their **Allergy Action Plan**.

iii. Allergy Action Plans (as part of IHPs)

Allergy Action Plans are designed to facilitate first aid treatment of anaphylaxis. They should be completed by the child/young person's healthcare professional in partnership with parents/carers.

These plans serve as **Individual Healthcare Plans** for children and young people at risk of anaphylaxis.

iv. Key Considerations

Emergency Management of Anaphylaxis (ABC) and Involving Family/Carers

- Staff should be trained in recognizing signs of allergic reactions and managing them effectively.
- Ensure clear communication with family/carers during emergencies.

Spare Pens in Schools

- Maintain a supply of adrenaline auto-injectors (AAIs) for immediate use.

Allergy Awareness Training

- Staff should receive training on allergies and anaphylaxis.
- Consider programs such as Anaphylaxis UK's Safer Schools Programme and AllergyWise® for Schools.

Catering and Expiry Dates

- Safely manage food allergies within the school environment.
- Monitor expiry dates of medications and AAIs.

Risk Assessments and Sports Activities

- Conduct risk assessments for allergic students.
- Address allergies during sports and physical activities.

Managing Insect Sting Allergy

- Be prepared for allergic reactions to insect stings.

Allergy Management Checklist

- Develop a checklist to ensure consistent practices.

v. Resources

- Anaphylaxis UK's Safer Schools Programme
- Anaphylaxis UK's AllergyWise® for Schools
- Allergy UK's Allergy Awareness Training
- Allergy UK's Back to School Resources

Appendix 3: First Aid and Medical Needs Training Log

i. Introduction

If a student is unwell or has a minor injury they should report to **Student Reception** where the decision will be made as to the most appropriate course of action. Students out of lessons should have a note of explanation that is signed by the teacher and shows the time and date.

Student Services is open from 8.30-4.00pm Monday to Thursday and Fridays from 8.30am-3.30pm

ii. Serious Accidents

In the case of a serious accident or incident a message should be sent to the **Student Services Officer** who will attend to the student.

If required an ambulance will be summoned by the First Aider. Students over 15 years of age can go in the ambulance unaccompanied. Next of kin will be called at the same time as the ambulance; in the case of students it is usually a parent that accompanies the child. We try to ensure that any member of the school community is accompanied in an ambulance if that is their preference.

iii. First Aid Boxes

First aid boxes are located in the Main Office, Student Services, Science Prep Room, Food Technology, Design & Technology, Performing Arts. The kitchen have their own First Aid Box.

iv. First Aiders- updated December 2025

First aid training provided by Chris Horrod- Polar First Aid, former PE teacher and Zambia trip leader. Accredited by Compliance Standard Group and approved by the First Aid Industry Body.



Usual Location	First Aiders (first point of call)	Expires
<u>Three day enhanced first aid trained</u>		
Student Reception	Jenny Davison (Student Services Officer)	March 2026
	Kelly Douse (Attendance Officer)	July 2026
Main Office	Joanna Fudge Erin Robertson	March 2028
<u>One day emergency first aid trained</u>		
Willow Building / D of E	Angelino De Souza	February 2028

DT Technician	Andy Lazell	September 2028
Food and Nutrition Technician	Magda Dubzinska	September 2028
Art Technician	Daliah Spencer	September 2028
Science Technician	Maggie Fathers	September 2028
Science Technician	Lesley McCourt	September 2028
Science Technician	Emily Merchant	September 2028
Teaching Staff in Classrooms- PE	David Burton	August 2027
Teaching Staff in Classrooms- PA	Ben Allin	February 2028
Teaching Staff in Classrooms- MFL	Katherine Buck	February 2028
Teaching Staff in Classrooms- PE	Chris Lyle	February 2028
Teaching Staff in Classrooms- PE	Kylie Neville	February 2028
Teaching Staff in Classrooms- Sci	Ilse Hermie	February 2028
Teaching Staff in Classrooms- DT	Elieen Jansen	February 2028
Teaching Staff in Classrooms- DT	Ian Jackart	February 2028
Teaching Staff in Classrooms- DT	Clare Paske	February 2028
Teaching Staff in Classrooms- PE	Doug Barnes	February 2028
Teaching Staff in Classrooms- Willow	Helen Bleach	February 2028

v. **Additional Staff who have received training on supporting students with medical needs (including anaphylaxis/severe allergic reactions, diabetes and epilepsy)**

- 2025-26 Update: All staff have completed online Flick Learning module: Understanding allergies and anaphylaxis- completion deadline Oct 2025.
- In addition, CPD delivered on 4/10/2024 by BAL, JHO/CHA and NSE/EWY:

Name	Completion time by staff member confirming training received:
Eileen Power	10/4/2024 12:50
Amy Rollason	10/4/2024 13:01
Ryn Joyes	10/4/2024 13:01
David Elliott	10/4/2024 13:01
Jemma Young	10/4/2024 13:01
Ilse Hermie-van der Veen	10/4/2024 13:02
Chris Lyle	10/4/2024 13:02
Kirsty Visser	10/4/2024 13:03
Holly MacDonald	10/4/2024 13:03
Martin Glover	10/4/2024 13:04
Alexandra Atterbury	10/4/2024 13:04
Emily Rooke	10/4/2024 13:04
Helen Tysoe	10/4/2024 13:04
Mary Montenegro	10/4/2024 13:05
Julia Di Mambro	10/4/2024 13:05
Emma Tollman	10/4/2024 13:05
Angelino De Souza Nitu	10/4/2024 13:05



Ian Jackart	10/4/2024 13:05
Helen Bleach	10/4/2024 13:05
Jo Gale	10/4/2024 13:05
Kylie Neville	10/4/2024 13:05
Clare Paske	10/4/2024 13:06
Laura Donoghue	10/4/2024 13:06
Mollie Jones	10/4/2024 13:06
Emily Fitzmaurice	10/4/2024 13:07
Katherine Buck	10/4/2024 13:07
Stephanie Richardson	10/4/2024 13:07
Kathryn Plummer	10/4/2024 13:07
Lisa Dallamore	10/4/2024 13:08
Gareth Clifford	10/4/2024 13:08
Danielle Voke	10/4/2024 13:08
Catherine Heugh-Lait	10/4/2024 13:08
Kirsty Hildebrand	10/4/2024 13:08
Alistair Denning	10/4/2024 13:08
Iasone Lucas	10/4/2024 13:08
Kelly Douse	10/4/2024 13:08
Faye Nason	10/4/2024 13:09
Ceire Perks	10/4/2024 13:11
Elizabeth Bosley	10/4/2024 13:18
Deborah Griffiths	10/4/2024 13:25
Sophie Avins	10/4/2024 13:26
Ruth Trier	10/4/2024 13:28
Ilse Howe	10/4/2024 13:34
Herminder Johal	10/4/2024 13:36
Aileen Aulds	10/4/2024 13:36
Joanna Fudge	10/4/2024 13:38
Eileen Jansen	10/4/2024 13:39
Max Dinsmore-Harris	10/4/2024 13:45
Andrew King	10/4/2024 13:45
Fiona Dyke	10/4/2024 13:46
Judith Turner	10/4/2024 13:47
Emily Judd	10/4/2024 13:49
Eric Standing	10/4/2024 13:52
Yazmin Kemal	10/4/2024 14:05
Maria Hill	10/4/2024 14:07
Michel Palfrey	10/4/2024 14:10
Kerry Martin	10/4/2024 14:15
Amandine Courtois	10/4/2024 14:18
Deborah Hearn	10/4/2024 14:52
Ben Allin	10/4/2024 16:01
Sally Godley	10/4/2024 21:49



Zoe Edwards	10/5/2024 19:26
Michel Palfrey	10/7/2024 8:24

Appendix 4: Individual Healthcare Plan Template

Individual Healthcare Plan

Student name	
DOB / Year Group	
Plan Managed By	
Date of Plan	
Review Date	

**Parents/carers are responsible for advising the school of any changes to a child's condition, treatment and/or care. This is required in writing as they occur or by filling out an updated version of the [IHP form](#) with any new information.*

Parent/Carer to Complete:

Severe allergies thus this plan acts as an 'allergy action plan'?	
Anaphylaxis?	
Adrenaline auto-injector (i.e.- EpiPen) required?	
Parent confirmation of supplying school with AAI?	
Medical Needs (symptoms, triggers, signs, treatments, facilities, equipment/devices, environmental issues, etc.)	
Care/treatment required whilst in the care of school.	
Requirement to keep meds at school?	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.	
Medication requirements at home?	
Specific support for pupils educational, social and emotional needs?	
Special requirements (dietary, pre-activity precautions, restrictions in PE, trips, etc.)	
Emergency- what constitutes + how to act.	
Outside agencies involved?	
Other information?	
Signed - Parent Name	

School to Complete Only:

Child's overall medical needs	
Parent/Carers overall views (Meeting Notes)	
If an incident were to occur, what's the process for dealing with it?	
What reasonable adjustments have been made to support the child?	
How is this child supported to stay connected to school life and achieve their best academically?	



What emotional support do we offer the child?	
Is a risk assessment required?	
What is the guidance given by the health professionals?	
What planning for KS4 has been put in place for future independence?	
Details of wider family life/impacts	

Action Identified	Support/Intervention	Review of Impact

Date uploaded to student's profile on Arbor?	
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Consent

I / We consent to the agreed support plan for our child.

Parent/Carer Signature

Staff Lead Signature