



The Rivers
C.of E. Academy Trust

Supporting Pupils with Medical Conditions Policy

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1. Purpose and Scope

This policy sets out how the Trust ensures that pupils with both short-term and long-term medical conditions are fully supported so that they can access education, remain healthy, and achieve their academic potential.

It applies to all schools and settings within The Rivers CofE Academy Trust and must be read alongside the First Aid Policy and Administration of Medicines Policy.

2. Legislation and Guidance

This policy complies with:

- Supporting Pupils at School with Medical Conditions (DfE 2015)
- Health and Safety (First-Aid) Regulations 1981
- Equality Act 2010
- Children and Families Act 2014 (Section 100)
- UK GDPR and Data Protection Act 2018
- Keeping Children Safe in Education 2026

3. Aims of this Policy

- To ensure all pupils with medical conditions are properly supported.
- To maintain equality of access to learning, enrichment, and trips.
- To provide clear roles and responsibilities for all involved.
- To safeguard confidentiality while meeting statutory duties.

4. Lawful Data Sharing and Confidentiality

All medical information is processed under the lawful bases of **Public Task** (Article 6 (1)(e)) and **Substantial Public Interest** (Article 9 (2)(g)) for safeguarding.

All records are held securely in the school's MIS or protected electronic folders.

The school recognises the importance of handling confidential information with sensitivity and respect, ensuring the dignity of the child and their family is upheld at all times. Where an Individual Healthcare Plan (IHCP) is in place, it will be regularly reviewed and re-briefed with key staff. The school will also ensure that new staff are made aware of any relevant medical needs and that appropriate information is transferred during periods of transition.

While the school respects the principle that families determine what information they wish to share, there are occasions where the school has a legal duty to seek input from external professionals to ensure that a child's medical, emotional, or learning needs are fully understood and supported. These responsibilities are underpinned by statutory guidance, including *Working Together to Safeguard Children*, *Keeping Children Safe in Education*, and *Supporting Pupils at School with Medical Conditions* (DfE, 2015), all of which promote collaboration with healthcare and safeguarding professionals.

5. Monitoring and Reviewing Individual Health Care Plans (IHCP)

IHCPs will be reviewed at least annually, or earlier if a child's needs change. Reviews will be carried out in consultation with parents/carers, relevant healthcare professionals, and school staff to ensure the plan remains appropriate and effective.

6. Roles and responsibilities

Headteacher:

1. Ensuring all staff are aware of this protocol on supporting pupils with medical conditions and understand their role in its implementation and follow the correct procedures.
2. Ensuring a complaints procedure is in place and is accessible.
3. Requesting that parents/carers provide full and up to date information about their child's medical needs.
4. Guarantees staff training and contingency arrangements.
5. Ensures suitable risk assessments are in place for trips, extended provision, and emergency situations.
6. Ensure that all staff are aware of the school's general risk management processes and planned emergency procedures.

SENDCo:

1. Effective implementation of this policy.
2. Ensuring all relevant staff are aware of an individual child's medical condition and needs.
3. Ensuring that enough staff receive appropriate training to fulfil the roles and responsibilities of supporting children with medical conditions.
4. Ensuring that a system is in place which identifies procedures to be followed on receipt of notification of a pupil's medical needs including transitional arrangements when children move between year groups or schools. For new starters, every effort will be made to have arrangements in place for the first day of term. **(See Appendix 1)**
5. Ensuring that IHCPs are in place, where appropriate, and developed in consultation with parents/carers, healthcare professionals, relevant staff and (if appropriate) the child or young person. **(See Template 1)**
6. Ensuring that cover arrangements are always available in the event of staff absence or staffing changes, including briefing for volunteers, supply teachers

and appropriate induction for new members of staff.

7. Ensuring IHCPs are monitored and are subject to review, at least annually, or sooner if needs change. **(See Template 3 for a letter to parents)**
8. Ensuring risk assessments relating to the school environment are in place, as appropriate, including consideration for actions to take in the event of emergency situations.

Staff:

1. Follow this policy and individual IHCPs.
2. Attend training relevant to the pupils they support.
3. Record all interventions or medication given on the appropriate template.
4. Raise any concerns about a child's health or welfare with the DSL.

Parents/Carers:

1. Provide the school with sufficient and up to date information about their child's medical needs and to update it at the start of each school year.
2. Supply in-date medication and collect expired or unused items.
3. Participate in reviews and emergency updates of IHCPs.
4. Ensure contact details are always up to date.

Pupils:

1. Where appropriate, are encouraged and supported to manage their own health needs responsibly, in accordance with their IHCP.

Trust Central Team:

1. Provides oversight and monitors compliance.
2. Reports incident data and policy updates to Trustees via the Audit & Risk or Health and Safety Committee.

7. Individual Healthcare Plans (IHCPs)

IHCPs will be developed for any pupil with ongoing or complex medical needs. Plans must include:

- Details of the condition, signs, triggers, and required treatment.
- Roles of staff, parents, and professionals.
- Daily and emergency arrangements.

- Risk assessments and evacuation plans (if applicable).
- Review schedule (at least annually, or sooner if needs change).

8. Training

- Staff will not administer medication or carry out procedures without training specific to the child's needs.
- A first-aid certificate does not constitute medical-needs training.
- The Headteacher ensures records of staff training and renewal dates are held on the Trust Every system.
- Specialist input (e.g. epilepsy, diabetes, asthma) will be sought from healthcare professionals.

9. Off-Site and Extended School Activities

Pupils with medical conditions will be actively supported in accessing all activities on offer including school trips, sporting activities, clubs and residential / holidays.

Preparation and forward planning for all off-site and extended school activities will take place in good time to ensure that arrangements can be put in place to support a child with a medical condition to participate fully.

School will consider what reasonable adjustments need to be put in place to enable children with medical conditions to participate safely and fully.

School will carry out a thorough risk assessment to ensure the safety of all pupils and staff. In the case of pupils with medical needs, the risk assessment process will involve consultation with child, parents/carers and relevant healthcare professionals to ensure the pupil can participate safely. Please refer to ['Health and Safety Executive \(HSE\) Guidance on School Trips'](#).

In some circumstances evidence from a clinician, such as a hospital consultant, may state that participation in some aspects offered is not possible. Where this happens, school will make alternative arrangements for the child.

Trip leaders must ensure:

- A named, trained first-aider accompanies the group if required.
- Emergency medication and IHCP copies travel with staff.
- Risk assessments reflect the pupil's needs and have parental agreement.

10. Emergency Procedures

Each school maintains clear procedures for contacting emergency services.

(See Template 2)

Where a pupil has an IHCP, it must define:

- What constitutes an emergency;
 - Steps staff should take;
 - Roles of those providing assistance.
- An Automated External Defibrillator (AED) and emergency asthma inhaler are available on-site, and relevant staff are trained in their use.

A personal emergency evacuation plan (PEEP) that details the actions to be taken by staff to support the child's evacuation from the building, supported by specialist training where relevant e.g. use of an Evac chair; the PEEP should also detail the actions to be taken by staff to support how staff will manage the child's medical needs during the evacuation e.g. ensuring appropriate medication is taken outside and is available whilst at the assembly point.

11. Complaints

In the first instance, parents/carers dissatisfied with the support provided should discuss their concerns directly with the Headteacher.

If, for whatever reason, this does not resolve the issue then a formal complaint can be made in writing by following the school's complaints policy.

The Trust ensures that appropriate insurance cover is in place for all staff supporting pupils with medical conditions. This includes the administration of prescribed medicines and the undertaking of agreed healthcare procedures. Staff are covered under the Risk Protection Arrangement (RPA) provided by the Department for Education, which offers indemnity for actions carried out in the course of their duties, provided statutory guidance is followed. Details of the cover, including its scope and limitations, are available on request. All staff are made aware of this cover during relevant training and induction.

12. Unacceptable Practice

The Trust considers the following unacceptable:

- Expecting parents to attend school to administer medicine.
- Preventing pupils from accessing medication when required.
- Ignoring the child's or family's views.
- Sending pupils home unnecessarily due to medical conditions.
- Penalising attendance affected by treatment or medical appointments.

Appendix 1 – Procedure Following Notification of a Pupil's Medical Needs

This procedure must be followed whenever the school is notified that a pupil has a medical condition, whether during admission, mid-year, or as an update to existing information. It applies to all staff, including supply and volunteers, to ensure consistent, safe and compliant support. Template 1 should be used as documentation for the Individual Healthcare Plan (IHCP)

1. Receipt of Notification

Notification may come from:

Parent/carer (via admission form or verbal/written update).

Healthcare professional (e.g. GP, school nurse, hospital consultant).

Local authority or previous school during transition.

All notifications must be immediately passed to the Headteacher and SENDCo (or named lead for medical needs).

2. Initial Review

The Headteacher/SENDCo will:

Check whether the child currently has an Individual Healthcare Plan (IHCP) (Template 1) or if one is required.

Review the nature, complexity, and urgency of the condition.

Confirm if any interim support is needed before a full plan is developed.

If the child's needs are urgent, interim measures will be put in place the same day.

3. Parent/Carer Contact

Contact the parent/carer within two school days to:

Acknowledge receipt of the information.

Arrange a meeting to discuss the condition and agree next steps.

Request any supporting medical evidence from relevant healthcare professionals.

4. Information Gathering

The SENDCo (or medical lead) will:

Obtain and review medical advice (see section Lawful Data Sharing and Confidentiality), care protocols, and any training requirements from relevant professionals.

Identify any reasonable adjustments required to enable the pupil's full participation in school activities (in line with the Equality Act 2010).

Confirm if specialist equipment or resources will be needed.

5. Development or Update of IHCP

If required, arrange an IHCP meeting within 2 weeks of notification.

Attendees will normally include:

Parent/carer.

Pupil (if appropriate).

Relevant school staff.

Healthcare professional(s).

The IHCP must include:

Medical condition details, signs/symptoms, triggers.

Daily care needs.

Emergency procedures.

Roles/responsibilities and training requirements.

Risk assessments for the school environment and trips.

IHCP signed by all relevant parties and stored securely (with copies provided to parent/carer). When inviting parents to contribute to IHCP development, use the model letter in Template 4.

6. Staff Briefing

All relevant staff, including supply and volunteers, must be:

Briefed on the pupil's needs.

Informed of their specific responsibilities.

Given access to the IHCP.

Training delivered before the pupil's start date or as soon as possible if already on roll.

7. Record Keeping

Maintain the following in the pupil's confidential file (this can be in the pupil MIS):

Notification form and/or correspondence.

Medical evidence received.

IHCP and any amendments.

Record of staff briefings and training.

Update the school's medical needs register (kept in the administration of medicine folder).

8. Review

IHCP reviewed at least annually, or sooner if:

The pupil's needs change.

There is a medical emergency.

Parents/carers or healthcare professionals request an update.

9. Transition Planning

For pupils moving between classes or schools:

Share relevant medical information and IHCP.

Ensure arrangements are in place for the first day in the new setting.

Template 1 – Individual Health Care Plan (IHCP)

Individual Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template 2 – Contact Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location.
4. Please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone.

Template 3 – Letter to Parents

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for

supporting pupils with medical conditions at school for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve the following people: add names. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,