



Supporting Students with Medical Conditions Policy

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Prepared by	Zoe Froud
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Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	12.07.2022	New policy
2	10.07.2023	Rewording of section 3.6 School Nurses & other healthcare professional Updated lead SLT Updated reference to assistant heads of year & assistant head para 6 Addition of reference to location of IHPs (para 6)
3	20.07.2024	Ownership changed to ZF
	03/07/2025	Minor change to Page 4, item 6
4	13/07/2026	Changes in reference to 'Health and Medical Care Officer'

Distribution list
Governors
Head
Leadership Team

1. Aims

This policy aims to ensure that:

- Students, staff, and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- The governing body will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of students' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
 - Providing supply teachers with appropriate information about the policy and relevant students
 - Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Zoe Froud – Assistant 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 bodies to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting students with medical conditions at school. (See [Allergy Policy](#) for specific care for students with allergies and anaphylaxis)

3. Roles and responsibilities

3.1. The governing body

The governing body has ultimate responsibility to make arrangements to support students with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting students with medical conditions.

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 are enough 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 student's condition
- Take overall responsibility for the development of IHPs
- Contact the school nursing service in the case of any student 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
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

3.3. Staff

Supporting students 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 students 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 students 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 students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4. Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their student's medical needs
- Be involved in the development and review of their student'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 in date medicines and equipment, and ensure they or another nominated adult are always contactable

3.5. Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students 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. Healthcare professionals

Where relevant, school will liaise with other healthcare professionals, such as GPs, school nurse and paediatricians in order to develop & refine the IHPs. Our medical and healthcare officer will lead on this.

4. Equal opportunities

Our school is clear about the need to actively support students 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 students 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a student has a medical condition

When the school is notified that a student has a medical condition, the process outlined in the appendix¹ will be followed to decide whether the student 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 students who are new to our school.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the medical and healthcare officer, the assistant heads of year and assistant headteacher with responsibility for student experience.

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

Using the WSCC care plan templates², plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents 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.

¹ Appendix I [West Sussex County Council – Care Plan Templates - Supporting pupils with medical conditions. December 2021](#)

² As above

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the medical and healthcare officer, school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

The governing body, medical and healthcare officer, and pastoral year teams with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms, and treatments
- The student'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
- Specific support for the student'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 student 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 student'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 student's condition and the support required. To include arrangements for briefing staff who are covering for absent teachers/colleagues
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the student 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 student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements
- IHPs will be stored on Bromcom within the child's profile

7. Managing medicines

For students who require medication in school, please refer to the school's separate policy on managing medicines in school.

8. Emergency procedures

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

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

9. Training

Staff who are responsible for supporting students 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 students 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 pastoral year teams. 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 students
- Fulfil the requirements in the IHPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will generally provide confirmation of the proficiency of staff in a medical procedure, or in providing medication (if needed). In some cases, staff will use online specialist training resources.

All staff will receive information 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. Concerns and complaints

Parents with a concern about their student's medical condition should discuss these directly with the year team in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.