

Supporting Pupils with Medical Conditions Policy

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Author	Director of SEND	Date:	01/09/2026
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Joint Negotiating Council (JNC) consultation (where applicable)	N/A		N/A
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1. Scope

This policy applies to all stakeholders in RESPECT schools. At RESPECT we understand that medical conditions requiring support can affect quality of life and may be life-threatening.

2. Principles

Respect Collaboration Trust values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Statement of Intent

3.1 The aim of this policy is to ensure that all pupils with medical conditions within the trust, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

3.2 RESPECT believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupil's feel safe.

3.3 There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

3.3a Medical conditions may include physical health conditions, neurodevelopmental conditions and clinically recognised mental health conditions where these impact upon a pupil's ability to access education safely and effectively. The Trust will ensure that pupils experiencing such conditions receive appropriate support to access learning and participate fully in school life.

3.4 Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

3.5 Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The trust has a duty to comply with the Act in all such cases.

3.6 In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

3.7 To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

3.8 The trust will ensure that pupils, staff and parents/carers understand how our schools will support pupils with medical conditions

3.8a Where a pupil has a diagnosed allergy or is at risk of anaphylaxis, procedures contained within the Trust's Allergy and Anaphylaxis Policy and local school agreement will apply alongside this policy. Individual Healthcare Plans (IHPs) and Allergy Action Plans will operate together where appropriate.

3.9 The policy will set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs) and managing medicines.**3.10** Individual Healthcare Plans (IHPs)

The Trust schools will ensure that an Individual Healthcare Plan is developed for pupils whose medical condition requires ongoing support in school.

IHPs will:

- Be developed in partnership with parents/carers, pupils, healthcare professionals and relevant school staff.
- Clearly identify the pupil's medical condition, symptoms, triggers, medication requirements and emergency procedures.
- Detail any educational, social, emotional or wellbeing support required.
- Be reviewed at least annually or sooner where a pupil's needs change.
- Be accessible to relevant staff whilst maintaining appropriate confidentiality.
- Be considered alongside SEND Support Plans, EHCPs, Risk Assessments, Personal Emergency Evacuation Plans (PEEPs), Behaviour Support Plans and Allergy Action Plans where applicable.

4. Legal Framework

4.1 This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on the board of trustees to make arrangements for supporting pupils with medical conditions.

4.2 It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) from the Department for Education (DfE, 2015). This policy also complies with the articles of association.

4.3 This policy has due regard to legislation and guidance including, but not limited to:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Medicines Act 1968

- Misuse of Drugs Act 1971
- National Health Service Act 2006 (as amended)
- Health and Care Act 2022
- The School Premises (England) Regulations 2012
- The Special Educational Needs and Disability Regulations 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- DfE Supporting Pupils at School with Medical Conditions (statutory guidance)
- SEND Code of Practice: 0-25 years
- Keeping Children Safe in Education (current version)
- Working Together to Safeguard Children (current version)
- DfE Guidance on First Aid for Schools
- Department of Health Guidance on the Use of Adrenaline Auto-Injectors in Schools

4.4 This policy operates in conjunction with the local agreements in schools:

- Administering Medication
- Drug and Alcohol
- Asthma
- Allergen and Anaphylaxis Local Agreement
- Attendance and Absence Policy
- Admissions Policy

The Allergy and Anaphylaxis Policy contains detailed procedures relating to allergen management, allergy risk assessments, adrenaline auto-injectors, emergency response arrangements and staff training. It should be read in conjunction with this policy.

5. Roles and Responsibilities

5.1 CEO

The CEO will:

- Highlight any issues found across the trust to the board of trustees.

5.2 The board of trustees

The board of trustees has ultimate responsibility to make sure there are arrangements to support pupils with medical conditions across the trust. Although the trust delegates certain duties to different levels as outlined below, the board is still accountable for making sure the trust is compliant with the requirements in the above legislation and guidance.

The board will also determine and approve this policy.

5.3 Local governing committees

Local governing committees of each school will:

- Review this policy in a timely manner and make recommendations to the Trust Board if required, in line with the relevant legislation and requirements.
- Monitor practice, and staff training, in regard to pupils with medical conditions, in line with this policy.

The trust board delegate this responsibility to executive leaders, who may delegate the day-to-day implementation of this policy to the headteacher of the school.

5.4 The headteacher

The headteacher of each school will:

- Be legally responsible for fulfilling its statutory duties under legislation.
- Ensure that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- 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.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- 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.
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensure Personal Emergency Evacuation Plans (PEEPs) are implemented where a pupil's medical condition affects their ability to evacuate safely.
- Ensure school attendance, reintegration and inclusion arrangements appropriately support pupils returning following illness, treatment, hospital admission or extended absence.
- ☐ Ensure risk assessments take full account of pupil medical needs during educational visits, off-site activities and alternative provision placements.

5.5 The Deputy Headteacher (SENCO)

The Deputy Headteacher of each school 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 health team 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.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Ensure IHPs are reviewed annually and whenever there is a significant change in a pupil's medical condition.
- Ensure appropriate links are maintained between IHPs, EHCPs, SEND Support Plans, PEEPs and safeguarding records where relevant.
- Ensure emergency procedures are clearly communicated to staff on a need-to-know basis.

5.6 The Director of SEND

The Director of SEND will:

- Ensure school local agreements align with the trust wide policy.
- Maintain all relevant policies.
- Work with the LA, health professionals, commissioners and support services to facilitate resources to support policy implementation.
- Link with headteachers and local governing committee to ensure policies, plans, procedures and systems are effectively implemented.

5.7 The role of parents/carers

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

5.8 The role of pupils

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP and compliant with its implementation.
- Are sensitive to the needs of pupils with medical conditions.
- Where possible, pupils are allowed to carry their own medicine and relevant devices.

5.9 The role of school staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not

required to do so.

- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Receive appropriate training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Participate in refresher training as required and whenever a pupil's medical needs change.
- Understand the emergency procedures associated with the needs of pupils they support.
- Know how to access relevant IHPs, risk assessments and emergency plans.

5.10 The role of external commissioned services

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

5.11 The Role of Integrated Care Boards (ICBs)

- Work collaboratively with schools, local authorities and healthcare providers to ensure coordinated support for pupils with medical conditions.
- Promote integrated working arrangements which support pupils to access education safely and effectively.
- Support arrangements for pupils with SEND and medical conditions through local commissioning arrangements.
- Assist in ensuring that appropriate healthcare advice and support is available to educational settings.

5.12 The role of other healthcare professionals

- Notify the school health when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHPs.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.

5.13 The role of providers of universal health services

- Providers of universal health services co-operate with the school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

5.14 The role of the LA

- Commissions some school health for local schools.

- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Works with the school to ensure that pupils with medical conditions can attend school full-time, or the most appropriate proportion of time.
- Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

5.15 Educational Visits, Enrichment and Off-Site Activities

The Trust is committed to ensuring that pupils with medical conditions can access educational visits, residential experiences, enrichment opportunities and extracurricular activities wherever reasonably possible.

Risk assessments will identify:

- Medication requirements.
- Emergency procedures.
- Availability of appropriately trained staff.
- Access to specialist equipment.
- Transport arrangements.
- Communication procedures with parents/carers and emergency services.

6. Equal opportunities

The Trust recognises that some pupils with medical conditions may also meet the definition of disability under the Equality Act 2010.

The Trust will:

- Make reasonable adjustments where required.
- Avoid discrimination arising from disability.
- Promote equality of opportunity.
- Remove barriers to participation.
- Ensure pupils are not placed at a substantial disadvantage when accessing learning, educational visits, enrichment activities, examinations, transport or wider school life.

Decisions relating to medical conditions will always be made in the best interests of the pupil and with due regard to equality duties.

7. Admissions

Admission decisions will not be influenced by a pupil's medical condition, disability, requirement for medication or need for reasonable adjustments, except in

exceptional circumstances where admission would present a significant and evidenced risk to the health and safety of the pupil or others.

8. Liability and indemnity

The board of trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the trust's level of risk. The Trust has Risk Protection Insurance.

9. 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 trust's complaints procedure.

10. Monitoring arrangements

This policy will be monitored by the Director of SEND and reviewed annually or sooner where changes in legislation, statutory guidance or Trust arrangements require amendment.

The Trust Board will receive assurance that:

- Appropriate arrangements are in place to support pupils with medical conditions.
- Staff training remains current.
- Policies and local agreements remain compliant with statutory requirements.
- Lessons learned from incidents, complaints or near misses are reflected within practice.

11. Links to other Trust Documents

- Equalities and Accessibility statement
- Complaints policy
- Health and Safety
- Safeguarding
- SEND policy
- Allergy and Anaphylaxis Policy
- Administering Medication Local Agreement
- Attendance Policy
- Educational Visits Policy
- Mental Health and Wellbeing Policy (where applicable)
- Risk Management Procedures

12. GDPR

Information relating to pupils' medical conditions will be processed in accordance with UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

Information will be collected, stored and shared only where necessary to safeguard

pupils, meet statutory duties and ensure effective support arrangements.

Medical information will be shared on a need-to-know basis with relevant staff and professionals while maintaining appropriate confidentiality and respecting the rights of pupils and their families.

Records relating to medical conditions, healthcare plans, medication administration and staff training will be managed in accordance with the Trust's Records Management and Data Protection arrangements.