



Document Control  
Reference: Medical Needs Policy  
Version No: 2  
Version Date: September 2026  
Review Date: September 2027



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# Supporting Children with Medical Needs Policy

Date of Policy: September 2026  
Date approved by Govs: September 2026  
Date of Next Review: September 2027



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## 1. Aims

- Ensure pupils with medical conditions are properly supported so they can access education, trips, physical education and wider school life.
- Make roles, responsibilities and decision-making clear for governors, leaders, staff, parents/carers, pupils and healthcare professionals.
- Ensure support is safe, individualized, inclusive and based on appropriate clinical advice.
- Ensure medical conditions, including allergies, are considered in relation to equality, attendance, wellbeing and safeguarding.

## 2. Legislation and statutory responsibilities

Section 100 of the Children and Families Act 2014 requires governing bodies to make arrangements to support pupils with medical conditions and to have regard to DfE statutory guidance. The DfE's 2017 Supporting pupils with medical conditions at school guidance remains in force as at September 2026.

Section 34 of the Children's Wellbeing and Schools Act 2026 introduces separate allergy-safety duties. The College therefore maintains a dedicated Allergy Policy and has regard to the DfE statutory guidance Allergy safety in schools. This policy and the Allergy Policy must be read together for pupils with allergies.

The College will also meet relevant duties under the Equality Act 2010, SEND framework, health and safety law, safeguarding duties and data-protection law.

## 3. Roles and responsibilities

### 3.1 Governing Board

- Has ultimate responsibility for arrangements to support pupils with medical conditions.
- Ensures sufficient staff are suitably trained and competent before taking on medical support.
- Seeks assurance on policy implementation, training, IHPs, incidents/near misses and the effectiveness of allergy arrangements.

### 3.2 Headteacher / School Leader

- Ensures all staff know this policy and understand their role.
- Ensures sufficient trained staff and contingency cover are available to implement IHPs and respond to emergencies.
- Ensures staff who need to know are appropriately briefed, including supply/cover staff.
- Retains overall responsibility for IHP arrangements, delegated day-to-day to the School Nurse/First Aid & Medical Lead.
- Ensures appropriate insurance/indemnity arrangements are in place.



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### 3.3 School Nurse / First Aid & Medical Lead

- Coordinates information from families and healthcare professionals and keeps medical information current.
- Coordinates IHP development, review, medication arrangements and relevant risk assessments.
- Ensures emergency medication is accessible and staff know what to do.
- Works with the Allergy Lead for pupils with allergies and with the SENDCo, pastoral staff and EVC where relevant.

### 3.4 Allergy Lead

The Allergy Lead has the responsibilities set out in the College Allergy Policy, including whole-school allergy awareness, training, risk reduction, spare adrenaline arrangements and review of allergy incidents and near misses. For pupils requiring individual support, these arrangements will be reflected in the pupil's IHP.

### 3.5 Staff

- Supporting pupils with medical conditions is a whole-school responsibility, although staff will not be required to undertake medical procedures without appropriate agreement, training and competence.
- Staff will take account of pupils' medical needs in teaching, supervision, trips and activities and will know how to summon help.
- Staff will not send an unwell pupil unaccompanied to seek medical help.

### 3.6 Parents/carers and pupils

- Parents/carers will provide accurate, current information, medicines/equipment and relevant clinical plans, and participate in IHP reviews.
- Pupils will be involved in decisions and encouraged to self-manage where competent and safe, with the level of support recorded in the IHP.

## 4. Notification and transition

Medical needs will be identified through admission/Arbor information, transition information, parents/carers, healthcare professionals and changes notified during the year. Arrangements should be in place for the start of term for new pupils. Where a need arises or a pupil joins mid-term, every effort will be made to put appropriate arrangements in place within two weeks where practicable.

When a pupil transfers, the College will seek relevant IHPs, Allergy/Asthma Action Plans and medication information, with appropriate information sharing and parent/pupil involvement.

## 5. Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for IHPs, with day-to-day coordination delegated to the School Nurse. Plans will be reviewed at least annually, earlier when needs change, after a serious incident/near miss, or when an updated clinical Action Plan is received.



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In line with the College's agreed Allergy Policy, pupils with identified allergies will have an IHP. Allergy Action Plans and Asthma Action Plans supplied by healthcare professionals will be attached to and form part of the IHP where relevant.

- The condition, triggers, signs, symptoms and treatment.
- Medication, dose, side effects, storage, access and self-management arrangements.
- Food/drink, dietary, environmental and equipment needs.
- Educational, social, emotional, attendance and examination support.
- Routine and emergency support, including what constitutes an emergency and who does what.
- Staff training/competency needs and cover arrangements.
- Trips, sport and activities outside the normal timetable.
- Information-sharing and confidentiality arrangements.

## 6. Equality, inclusion and attendance

Pupils with medical conditions will be supported to participate fully and safely. Reasonable adjustments and risk assessments will be used where needed. Pupils will not be penalised for medically related absence or excluded from rewards solely because absence results from a medical condition or allergy.

## 7. Managing medicines

- Medicines will be administered when it would be detrimental to health or attendance not to do so and appropriate consent/authority is in place.
- Prescribed medicines must normally be in date, labelled and in the original dispensed container with administration, dosage and storage instructions. Insulin pens/pumps are an exception to original-container requirements.
- Anyone administering medication will check the pupil, medicine, dose, time, route and relevant previous dose, and make an accurate record.
- Emergency medicines and devices, including inhalers, blood-glucose equipment and adrenaline devices, will be readily accessible and not locked away.
- Non-emergency medicines will be stored securely. Refrigerated medicines will be stored safely with restricted access.
- Controlled drugs will be managed securely with appropriate access and dose/stock records.
- Unused or expired medicines will be returned to parents/carers or disposed of safely under the relevant procedure.

### 7.1 Self-management

Competent pupils will be encouraged to carry and manage their own medicines and devices wherever appropriate. The IHP will record the agreed level of supervision and what staff should do if a pupil refuses medication or a necessary procedure.



## 8. Allergy and anaphylaxis

The College's Allergy Policy sets the whole-school arrangements. For an individual pupil, the IHP will identify allergens, avoidance measures, emergency symptoms, prescribed adrenaline devices, the Allergy Action Plan, access arrangements, reasonable adjustments and any trip/catering controls.

- Adrenaline devices must be rapidly accessible. The pupil's own prescribed device should be used first where immediately available; the College's spare device may be used in accordance with current statutory guidance and the Allergy Policy.
- Anaphylaxis is an emergency: administer adrenaline promptly and call 999. Do not delay treatment while seeking parental consent or waiting for emergency services.
- All staff present when pupils are scheduled to be on site will receive annual allergy awareness and emergency-response training; first-aid training alone is not sufficient.

## 9. Emergency procedures

All IHPs will state what constitutes an emergency and the required response. Staff will follow normal emergency procedures, including calling 999. If a pupil is taken to hospital, a suitable member of staff will remain with them until a parent/carer arrives or accompany them by ambulance where necessary.

## 10. Trips and off-site activities

Pupils with medical conditions will be actively supported to participate. The visit risk assessment will address the pupil's IHP, medication, trained staff, food/allergen risks, emergency access, storage and transport of medication, and reasonable adjustments. Relevant medication and plans will remain readily accessible.

## 11. Training and competence

- Training will be identified through IHPs and relevant risk assessments and kept up to date.
- Healthcare professionals will advise on training/competency where a specific clinical procedure is required.
- All staff will receive policy awareness and emergency information at induction.
- Allergy awareness/emergency-response training will be annual for all staff present when pupils are scheduled to be on site.

## 12. Record keeping and information sharing

The College will keep accurate records of medication administered and relevant medical events. IHPs will be readily available to staff who need them while protecting confidentiality. Information will be shared on a need-to-know basis in accordance with safeguarding, data-protection and clinical information-sharing requirements.



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### 13. Serious incidents and near misses

Serious medical/allergy incidents and near misses will be recorded promptly and reviewed in a no-blame learning process. Parents/carers will be informed as appropriate. The designated lead will consider whether the IHP, risk assessment, training, staffing, communication or policy requires change. Relevant learning will be shared with staff and governance. Statutory external reporting, including RIDDOR or food-safety reporting, will be completed where the legal criteria are met.

### 14. Unacceptable practice

- Preventing pupils from easily accessing medicines or emergency devices.
- Assuming pupils with the same condition need identical support or that an older pupil needs no support.
- Ignoring pupil/parent views or medical evidence without a justified reason.
- Sending an unwell pupil to reception/medical room unaccompanied or with unsuitable supervision.
- Requiring parents/carers to attend school to provide routine medical support because the school has failed to make suitable arrangements.
- Creating unnecessary barriers to trips, sport, lunch or other school activities.
- Administering or asking pupils to administer medicines in school toilets.

### 15. Complaints, monitoring and review

Concerns should be raised with the Headteacher in the first instance and may then be pursued through the College complaints procedure. The policy will be monitored by the School Nurse/First Aid & Medical Lead and Headteacher and reviewed at least annually or sooner following significant change, incident or updated guidance. The Governing Board or delegated committee will approve it.

### 16. Links with other policies

- Allergy Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy / SEN Information Report
- Accessibility Plan
- Attendance Policy
- Educational Visits/Trips Policy
- Complaints Policy

### References and guidance

DfE - Supporting pupils with medical conditions at school (current statutory guidance)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

DfE - Allergy safety in schools

<https://www.gov.uk/government/publications/allergy-safety-in-schools>



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DfE - 2026 consultation outcome

<https://www.gov.uk/government/consultations/proposal-on-support-for-pupils-with-medical-conditions-at-school>