

**Kings Meadow School**  
**Supporting Pupils with Medical Conditions Policy**  
**2026 -2027**



**Connect – Reflect - Grow**

<b>Written By</b>	Headteacher & Director of Education
<b>Ratified by LGB</b>	June 26
<b>Review Date</b>	Written: May 2026 Review: May 2027

## Contents

Item 1	<b>Aims, legislation, Roles and Responsibilities</b>
Item 2	<b>Individual Health Care Plans</b>
Item 3	<b>Managing Medicines</b>
Item 4	<b>Mental Health, Emotional Wellbeing and Medical Needs</b>
Item 5	<b>Allergy safety and anaphylaxis</b>
Item 6	<b>Training</b>
Item 7	<b>Record keeping and near mis reporting</b>
Item 8	<b>Educational visits and Off-Site Activities</b>
Item 9	<b>Liability, Indemnity and Complaints</b>

## **Item 1**

### **Aims**

At Kings Meadow School, we are an inclusive setting, this policy supports all staff in ensuring our pupils can access all learning activities in our school irrespective of any medical needs.

This policy aims to ensure that:

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

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's medical condition, 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 named person with responsibility for implementing this policy is: Pete Gourgeo- Head of School

### **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 boards to support pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

### **Roles and responsibilities**

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

### **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
- Take overall responsibility for the development of IHPs/ Care and Safety Plans
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the 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 nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff, who has received appropriate training, may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.

Within support staff roles and responsibilities, the requirement to support pupils with medical conditions is clear and as such staff will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider 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.

Staff leading a trip off-site must be aware of the pupils' medical needs in their group and as such training will be provided for any member of staff in this position.

### **Parents will:**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- 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
- Bring medication into school in person and if required collect any medication in person

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.

### **School nurses and other healthcare professionals**

Our 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.

Healthcare professionals, such as GPs and paediatricians will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

School nurses have a responsibility to ensure any staff trained to support pupils with medical needs are competent in their roles. The school nurse will liaise with school when writing an Individual Healthcare Plan and will sign off each plan, along with parent and school.

### **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 and any relevant healthcare professionals will be consulted.

## **Item 2**

### **Individual Health Care Plans**

See Appendix 1. Individual Healthcare Plans.

#### **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.

#### **Responsibility**

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Leaders in School.

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 and by whom.

Not all pupils 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 not a consensus, the Headteacher will make the final decision.

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

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, 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 following will be considered 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
- 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.
- The level of support needed, including in emergencies. If a pupil 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 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 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/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

### **Reviewing Individual Health Care Plans**

IHPs will be reviewed:

- At least annually
- Following any significant medical incident
- Following hospitalisation
- Following changes to medication or treatment
- Where a pupil's needs change
- At key transition points

Reviews will involve parents/carers, relevant healthcare professionals, school staff and the pupil where appropriate.

### **Item 3**

#### **Managing Medicines**

At Kings Meadow School, medication is coordinated by our First Aiders. All relevant paperwork is completed in line with the policy, each time medication is administered.

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
- Where we have parents' written consent.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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.

Parents will be asked to collect any medicines for safe disposal when no longer required.

#### **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments. At Kings Meadow School all controlled drugs are kept in a secure cupboard in the utility room 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.

#### **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 and it will be reflected in their IHPs. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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 so that an alternative option can be considered, if necessary.

## **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. 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, SLT will decide if they need to go home. Class staff will then contact the families
- 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, 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 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

#### **Item 4**

##### **Mental Health, Emotional Wellbeing and Medical Needs**

Kings Meadow School recognises the close relationship between physical health, emotional wellbeing and school attendance, particularly within a specialist SEMH setting.

The school acknowledges that medical conditions may impact:

- Emotional regulation
- Anxiety levels
- Attendance
- Participation
- Relationships and wellbeing

Support for pupils with medical conditions will therefore consider both physical and emotional needs.

Where appropriate, the school will:

- Provide reintegration support following absence
- Support emotionally based medical anxiety
- Work collaboratively with families and external professionals
- Ensure a relational and trauma-informed approach is maintained
- Consider reasonable adjustments to reduce emotional distress linked to medical needs

## **Item 5**

### **Allergy Safety and Anaphylaxis Management**

Kings Meadow School recognises that allergies and anaphylaxis can be life-threatening and is committed to providing a safe, inclusive and supportive environment for pupils with allergies and other medical conditions.

The school will take all reasonable steps to reduce the risk of exposure to known allergens while recognising that it is not possible to guarantee an allergen-free environment.

The school will:

- Maintain an up-to-date register of pupils with allergies and anaphylaxis
- Ensure appropriate Individual Healthcare Plans (IHPs) and Care and Safety Plans are in place
- Complete risk assessments for pupils with severe allergies
- Ensure allergy information is shared appropriately with relevant staff whilst maintaining confidentiality
- Implement safe procedures during lunchtimes, enrichment activities, educational visits and curriculum activities involving food
- Ensure staff understand the signs and symptoms of allergic reactions and anaphylaxis
- Work closely with parents, healthcare professionals and catering providers to support pupils safely
- Review allergy arrangements following any medical incident or near miss

### **Food Allergen Safety**

The school recognises the importance of effective allergen management within food provision and curriculum activities.

The school will:

- Liaise with catering providers regarding pupils with allergies
- Ensure staff are aware of pupils with food allergies where appropriate
- Consider allergen risks during cooking activities, food tasting activities and enrichment events
- Carefully consider the use of food rewards where allergies are identified
- Risk assess curriculum resources or activities that may contain allergens
- Promote handwashing and cleaning procedures to reduce cross-contamination risks

Parents are encouraged to inform the school immediately of any diagnosed food allergies or changes to medical advice.

### **Emergency Adrenaline Auto-Injectors (AAIs)**

In line with national guidance, the school may hold spare emergency Adrenaline Auto-Injectors (AAIs) for use in the event of an anaphylactic reaction.

Spare AAIs will:

- Be stored securely but remain quickly accessible in an emergency
- Be clearly labelled and their location known by staff
- Be monitored regularly to ensure they remain in date
- Only be used by trained staff
- Be used in accordance with parental consent and healthcare plans

Where a pupil has been prescribed an adrenaline auto-injector, parents are expected to provide in-date prescribed devices for school use.

Following any use of an AAI:

- Emergency services will be contacted immediately
- Parents/carers will be informed
- The incident will be recorded and reviewed by leaders

### **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 arrives or accompany the pupil to hospital by ambulance.

## Item 6

### Staff Training and Competency

Kings Meadow School recognises that appropriate staff training is essential in ensuring pupils with medical conditions are supported safely and effectively.

Staff who are responsible for supporting pupils 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 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 the Headteacher. Training will be kept up to date.

Training will:

All staff will receive awareness training regarding:

- Supporting pupils with medical conditions
- Emergency procedures
- Allergy awareness and anaphylaxis response
- Use of emergency medication where appropriate
- Roles and responsibilities under this policy
- 

Specific medical training will be provided where pupils require more specialised support. This may include:

- Epilepsy management
- Diabetes management
- Use of adrenaline auto-injectors
- Asthma management
- Tube feeding or other specialist procedures

Training will:

- Be refreshed regularly and updated when pupil needs change
- Be recorded by the school
- Include competency sign-off where required from healthcare professionals
- 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 understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Supply staff and temporary staff will be provided with relevant medical information and emergency procedures where appropriate.

## **Item 7**

### **Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school. IHPs are kept in a readily accessible place which all staff are aware of.

This policy will be reviewed and approved by the governing board every year.

Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding Special educational needs information report and policy

### **Medical Incident and Near Miss Reporting**

The school will maintain clear procedures for recording, monitoring and reviewing medical incidents and near misses.

A medical incident may include:

- Administration errors
- Emergency medical responses
- Allergic reactions
- Missing medication
- Delays in treatment
- Any event placing a pupil at potential risk

A “near miss” refers to an event which could have resulted in harm but did not do so.

The school will:

- Record all significant medical incidents and near misses
- Review incidents to identify patterns, risks and learning
- Implement actions to reduce future risk
- Inform parents/carers where appropriate
- Escalate serious incidents in line with safeguarding and health and safety procedures

Leaders and governors will review medical trends and incidents as part of the school’s safeguarding and compliance oversight.

## **Item 8**

### **Educational visits and Off-Site Activities**

Kings Meadow School is committed to ensuring pupils with medical conditions can access educational visits, residential visits and enrichment activities safely and inclusively.

Prior to visits, leaders will ensure:

- Appropriate risk assessments are completed
- Medical information is shared with relevant staff
- Medication and emergency equipment are accessible
- Sufficient trained staff are present
- Emergency procedures are understood by accompanying staff

Reasonable adjustments will be made to support participation wherever possible and pupils will not be excluded from activities unnecessarily due to medical needs.

## **Item 9**

### **Liability and indemnity**

The Trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. As an Academy, the school and Creating Tomorrow academies Trust, are members of the Department for Education's risk protection arrangement (RPA). Each school displays the Insurance certificate and further information can be provided upon request.

### **Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## Appendix:

-IHP template

-Allergy Register template

-Risk Assessment template

