



Sycamore Hall Preparatory School

Supporting Pupils with Medical Conditions Policy

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SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED POLICY

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1. Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term medical conditions, affecting pupils' participation in school activities whilst they are on a course of medication or receiving treatment.

(b) Long-term medical conditions, potentially limiting pupils' access to education and requiring additional care and support.

Medical conditions may be physical or mental and may fluctuate over time. The School recognises that some medical conditions may be life-threatening and require immediate intervention.

2. Rationale

Sycamore Hall Preparatory School has a responsibility for the health and safety of pupils in its care.

The Health and Safety at Work etc. Act 1974 places duties on employers in relation to the health and safety of employees and others affected by their activities. The School will make appropriate arrangements to support pupils with medical conditions and to manage risks associated with those conditions.

Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting pupils with medical conditions.

Pupils with medical conditions have the same right to admission and participation in education as other pupils and should not be excluded from school activities solely because of their medical condition.

The School will make reasonable and appropriate arrangements to support pupils with medical conditions, including arrangements for school visits, physical education and other activities.

Teachers and other school staff may need to take swift action in an emergency and may need to administer medication or provide other support in accordance with a pupil's Individual Healthcare Plan and their training.

The School will have regard to current Department for Education guidance on supporting pupils with medical conditions and allergy safety. The current statutory guidance on supporting pupils with medical conditions remains in force while the Department for Education develops revised guidance.

3. Key points

- Pupils with medical conditions should be properly supported so that they have full access to education, including school visits, physical education and sporting activities.
- The Headteacher will ensure that appropriate arrangements are in place to support pupils with medical conditions.
- The School will work with parents/carers, pupils and relevant healthcare

professionals to understand and meet individual medical needs.

- Sufficient staff will receive appropriate training before taking responsibility for supporting a pupil with a medical condition.
 - Individual Healthcare Plans will be used where appropriate to clarify the support required.
 - Emergency medication and equipment will be readily accessible where required.
 - The School will make appropriate arrangements for pupils with medical conditions to participate safely in activities and educational visits.
 - Pupils will be encouraged to develop appropriate independence in managing their own medical needs where this is safe and appropriate.
 - The School will maintain appropriate records of medical conditions, healthcare plans, medication and relevant training.
 - The School will also comply with its separate **Allergy Safety Policy**.
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4. Introduction

The aim of this policy is to ensure that all children with medical conditions, including physical and mental health conditions, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents of children with medical conditions may be concerned that their child's health will deteriorate when they attend school. Pupils with long-term or complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well.

Other pupils may require monitoring and interventions in emergency circumstances.

Children's health needs may change over time and may sometimes result in extended or repeated periods of absence. The School will seek to support reintegration following absence and minimise the impact of medical conditions on a child's education, wellbeing and relationships.

The School recognises that medical conditions can also have social and emotional implications. Children may become self-conscious about their condition or experience anxiety or other emotional difficulties.

The School will therefore consider the wider educational, social and emotional needs of pupils with medical conditions.

Some children with medical conditions may be considered disabled under the Equality Act 2010. Some may also have special educational needs or an Education, Health and

Care Plan.

Where appropriate, the School will consider reasonable adjustments and will work with parents, pupils and relevant professionals to remove barriers to participation.

5. Policy implementation

At Sycamore Hall, the **Deputy Headteacher** has overall responsibility for the implementation of the School's policy for supporting pupils with medical conditions.

The person responsible for implementation will:

- ensure that sufficient staff are suitably trained;
- ensure that relevant staff are made aware of a child's medical condition and the support required;
- arrange cover arrangements in the event of staff absence or staff turnover;
- ensure that supply teachers and temporary staff receive appropriate information;
- ensure that risk assessments are undertaken where required, including for school visits and activities outside the normal timetable;
- monitor Individual Healthcare Plans;
- ensure that appropriate records are maintained;
- ensure that emergency medication and equipment are accessible where required;
- liaise with parents/carers and healthcare professionals where appropriate.

Supporting a child with a medical condition is not the sole responsibility of one person. The School will work cooperatively with parents, pupils, healthcare professionals and other relevant agencies.

6. Procedures when notification is received that a pupil has a medical condition

For children joining Sycamore Hall, appropriate arrangements will be put in place before the start of the relevant school term wherever possible.

Where a medical condition is diagnosed after a child has joined the School, or where a child moves to Sycamore Hall during the school year, the School will make reasonable efforts to put appropriate arrangements in place as soon as possible.

The School does not need to wait for a formal diagnosis before considering whether support is required.

Where a pupil's medical condition is unclear, the School will consider the available evidence and consult with parents/carers and relevant healthcare professionals where appropriate.

The School will consider:

- the nature of the medical condition;
 - the support required during the school day;
 - medication or treatment;
 - possible emergency situations;
 - the impact on learning and attendance;
 - participation in physical education, trips and other activities;
 - any reasonable adjustments required;
 - staff training requirements.
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7. Individual Healthcare Plans

The Headteacher and appropriate members of staff will work with parents/carers, pupils and healthcare professionals to determine whether an Individual Healthcare Plan (IHP) is appropriate.

An IHP will normally be considered where:

- a pupil has a long-term or complex medical condition;
- emergency intervention may be required;
- medication or treatment is required during the school day;
- the condition affects attendance or participation;
- staff require specific instructions or training;
- there is a significant risk to the pupil's health or wellbeing.

Not every child with a medical condition will require an IHP. The School, parents/carers and relevant healthcare professionals will determine what level of documentation and support is appropriate.

IHPs will be reviewed at least annually, or sooner where the pupil's needs change.

IHPs will be developed in partnership with the School, parents/carers, the pupil where appropriate and relevant healthcare professionals.

Plans will be accessible to staff who need to know the information while maintaining appropriate confidentiality.

An IHP should include, where relevant:

- the medical condition and its symptoms;
- known triggers;
- medication, dosage and possible side effects;
- storage arrangements;
- treatment required during the school day;
- equipment required;
- dietary requirements;
- arrangements for access to food and drink where required;
- specific educational, social and emotional support;
- arrangements for attendance and managing periods of absence;
- the level of support required;
- who will provide the support;
- training requirements;
- emergency arrangements;
- arrangements for school trips and activities;
- who needs to be aware of the pupil's condition;
- parental permission for medication or self-administration where required.

Where a child has an Education, Health and Care Plan, the IHP will be linked to or incorporated into the plan where appropriate.

8. The role of parents/carers

Parents/carers should provide the School with sufficient and up-to-date information about their child's medical needs.

Parents/carers should:

- provide relevant medical information;

- provide medication and equipment required by the School;
- ensure medication is within its expiry date;
- participate in the development and review of an IHP where appropriate;
- provide emergency contact details;
- ensure that they or another nominated adult can be contacted when required;
- inform the School promptly of any changes to their child's medical condition or treatment.

Parents/carers are important partners in ensuring that appropriate support is provided.

9. The role of pupils

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

Where appropriate, pupils will be involved in discussions about their medical support and encouraged to contribute to the development and review of their IHP.

The School will encourage pupils to develop appropriate independence in managing their medical condition where this is safe and appropriate to their age, maturity, competence and individual circumstances.

10. The role of school staff

Any member of School staff may be asked to provide support to a pupil with a medical condition, including administering medication, although staff cannot be required to do so unless this forms part of their agreed role.

Staff who provide medical support will receive appropriate training and will achieve the necessary level of competence before taking responsibility for supporting a pupil.

All staff should:

- understand the medical conditions affecting pupils they work with;
- know how to respond to an emergency;
- be aware of relevant Individual Healthcare Plans;
- know where emergency medication or equipment is kept;
- follow agreed procedures;

- report concerns about a pupil's health or medical needs.

Staff should take account of the needs of pupils with medical conditions when planning and delivering lessons and activities.

11. The role of school nurses

The School will seek advice and support from the school nursing service and other appropriate healthcare professionals where required.

Healthcare professionals may:

- advise on Individual Healthcare Plans;
- provide information about a pupil's medical condition;
- advise on staff training;
- provide guidance on medication and emergency procedures;
- liaise with other healthcare professionals involved in the child's care.

The School will work with appropriate healthcare services to ensure that pupils receive suitable support.

12. The role of other healthcare professionals

Other healthcare professionals, including GPs, paediatricians and specialist medical teams, may provide advice about a pupil's medical condition and the support required in school.

Where appropriate, the School will seek professional advice when developing or reviewing an Individual Healthcare Plan.

Specialist healthcare teams may provide advice or training for conditions such as asthma, epilepsy, diabetes, severe allergies and other medical conditions affecting pupils at the School.

13. Staff training and support

Sycamore Hall will ensure that staff who support pupils with medical conditions receive appropriate training.

Training needs will be assessed according to the medical needs of pupils attending the School and will be reviewed regularly.

Training may be provided by the local authority, school nursing service, healthcare professionals or appropriately qualified trainers.

Training should ensure that staff:

- understand the relevant medical condition;
- understand the pupil's Individual Healthcare Plan;
- know how to recognise signs and symptoms;
- understand preventative measures;
- know how to respond in an emergency;
- understand how and when medication should be administered;
- are confident and competent to provide the agreed support.

Staff will not be expected to provide medical support for which they have not received appropriate training.

14. The child's role in managing their own medical needs

Where appropriate, children who are competent to do so will be encouraged to take responsibility for managing their own medicines and medical procedures.

This may include the use of inhalers or other prescribed medication.

Any arrangements for self-management will take account of the child's:

- age;
- maturity;
- competence;
- medical condition;
- level of risk;
- Individual Healthcare Plan.

Where a child self-manages medication, appropriate arrangements for supervision, monitoring, storage and emergency access will be agreed.

Children should be able to access essential medication quickly and easily where this is necessary for their safety.

If a child refuses to take medication or carry out a necessary procedure, staff will not

force them to do so. Staff will follow the arrangements set out in the child's Individual Healthcare Plan and inform parents/carers where appropriate.

15. Managing medicines on school premises

Sycamore Hall's **Managing Medicines Policy** sets out the detailed arrangements for the storage, administration and recording of medicines.

The School will ensure that:

- medicines are stored securely and appropriately;
- emergency medication is readily accessible where required;
- medicines are clearly labelled;
- expiry dates are monitored;
- records are maintained when medication is administered;
- appropriate parental consent is obtained;
- staff administering medication have received appropriate training;
- medication is taken on school visits where required.

The School will maintain appropriate records of medicines administered to pupils.

Records provide protection for both pupils and staff and provide evidence that agreed procedures have been followed.

16. Allergy safety

Sycamore Hall recognises that allergies can be serious and, in some cases, life-threatening.

The School will maintain a separate **Allergy Safety Policy** setting out the arrangements for managing allergies and supporting pupils at risk of anaphylaxis.

The School will:

- identify pupils with allergies;
- ensure relevant staff are aware of pupils' allergy needs;
- consider whether an Individual Healthcare Plan is required;
- ensure appropriate allergy awareness and emergency training;

- ensure emergency medication, including adrenaline auto-injectors where required, is stored appropriately and readily accessible;
- ensure appropriate arrangements are in place for school trips and activities;
- take reasonable steps to reduce exposure to known allergens;
- record and review serious allergic incidents and near misses;
- provide appropriate information to staff and parents/carers.

The School will have regard to the Department for Education's **Allergy safety in schools** statutory guidance. This guidance was published in July 2026 and includes requirements and practical guidance concerning allergy safety policies, training, Individual Healthcare Plans, adrenaline auto-injectors and recording serious incidents and near misses.

The School's separate Allergy Safety Policy will be reviewed at least annually.

17. Emergency procedures

As part of its general risk management arrangements, Sycamore Hall's **Emergency Plan** sets out the procedures for dealing with emergencies affecting the School and its activities, including school trips within the UK.

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and explain what action should be taken.

Relevant staff will be made aware of:

- emergency symptoms;
- emergency medication;
- emergency procedures;
- who should be contacted;
- when emergency services should be called.

Other pupils should know in general terms what to do if they believe another pupil needs help, such as informing a teacher immediately.

If a child needs to be taken to hospital, the School will ensure that the child is appropriately supervised until a parent/carer arrives or, where appropriate, accompanies the child in an ambulance.

In an emergency, staff will call **999** where emergency medical assistance is required.

18. Day visits, residential visits and sporting activities

Sycamore Hall is committed to supporting pupils with medical conditions to participate in school visits, residential visits, sporting activities and other educational experiences.

Staff will consider how a pupil's medical condition may affect participation and will seek advice from parents/carers and relevant healthcare professionals where appropriate.

The School will make reasonable adjustments and appropriate arrangements to enable pupils to participate safely wherever possible.

Risk assessments will be undertaken where required and will take account of:

- the pupil's medical condition;
- medication and equipment;
- emergency arrangements;
- staff training;
- access to medical support;
- travel arrangements;
- activities being undertaken;
- environmental factors.

A pupil's medical condition will not automatically prevent them from participating in an educational visit or activity.

Emergency medication and equipment must accompany the pupil where required.

19. Monitoring and review

This policy will be reviewed annually and sooner where there are changes to legislation, statutory guidance or the medical needs of pupils attending the School.

The School will review the effectiveness of its arrangements and will consider lessons learned from significant medical incidents and near misses.

The Headteacher will ensure that appropriate action is taken where improvements are identified.