

# **ALP SCHOOLS**

# **SUPPORTING PUPILS AT**

# **SCHOOL WITH MEDICAL**

# **CONDITIONS POLICY**

Date Reviewed: June 2026



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## 1. Policy Statement

This policy has been developed in accordance with the Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions*, and is compliant with Section 100 of the Children and Families Act 2014 and the Equality Act 2010.

The policy sets out how ALP Schools will ensure that pupils with medical conditions are properly supported so that they can access education safely and without disadvantage. It applies to all staff, pupils, parents and external professionals involved in supporting pupils with medical needs.

This policy will be reviewed annually, or sooner where statutory guidance changes or operational need requires it.

## 2. Aims

The school is committed to ensuring that pupils with medical conditions are supported in a way that allows them to participate fully in school life. This includes access to the curriculum, school activities and educational visits wherever reasonably possible.

The school aims to ensure that staff understand their responsibilities, are appropriately trained, and are confident in responding to medical needs and emergencies. It also aims to ensure that Individual Healthcare Plans are used effectively to support pupils and reduce barriers to learning.

## 3. Legal Framework

This policy is underpinned by Section 100 of the Children and Families Act 2014, which places a duty on governing bodies and proprietors to make arrangements to support pupils with medical conditions.

The school also complies with the Equality Act 2010, which requires reasonable adjustments to be made for disabled pupils, including those with long-term medical conditions.

This policy replaces earlier guidance relating to managing medicines in schools and reflects current Department for Education expectations.

## 4. Roles and Responsibilities

Overall responsibility for ensuring this policy is implemented lies with the Governing Body or Proprietor, who must ensure that appropriate systems, resources and oversight are in place.

The Headteacher is responsible for day-to-day implementation of the policy. This includes ensuring that Individual Healthcare Plans are developed where required, that staff are aware of pupils' medical needs in line with confidentiality requirements, and that appropriate training is arranged and maintained.

School staff are responsible for following Individual Healthcare Plans and acting in accordance with training received. Staff must not administer medication or undertake healthcare procedures unless they have been appropriately trained and authorised. They are also responsible for responding appropriately in emergencies and ensuring that pupils with medical conditions are not disadvantaged.

Parents and carers are expected to provide accurate, up-to-date information about their child's medical needs and to supply medication in accordance with school procedures. They are also expected to engage with the school in the development and review of Individual Healthcare Plans.

Pupils are encouraged, where appropriate and age-appropriate, to take responsibility for managing their own condition and to participate in discussions about their support needs.

Healthcare professionals are expected to provide relevant medical guidance and, where appropriate, support the development of Individual Healthcare Plans and staff training.

## 5. Individual Healthcare Plans

Where a pupil has a medical condition that is long-term, complex, or may require emergency intervention, the school will consider whether an Individual Healthcare Plan is required. This decision will be based on medical evidence, discussions with parents, and input from healthcare professionals where appropriate.

An Individual Healthcare Plan will set out the pupil's medical needs, symptoms, triggers, medication requirements, and emergency procedures. It will also identify who is responsible for delivering care and how the pupil will be supported in school and on educational visits.

Plans will be developed collaboratively and will be reviewed at least annually, or sooner if the pupil's condition changes or following a significant medical incident.

## 6. Medication and Care Arrangements

The school will only administer medication where written parental consent has been provided. Medicines must be supplied in their original packaging with clear instructions from a pharmacist or prescriber.

Medication will be stored securely in accordance with risk assessments, but will remain accessible where required for emergency use. Emergency medication such as inhalers or adrenaline auto-injectors will be available to trained staff without delay.

Where pupils are assessed as competent, they may be permitted to self-administer medication. This will be agreed with parents and documented in the Individual Healthcare Plan.

All administration of medication will be recorded accurately, including the type of medication, dosage, time and the member of staff responsible.

## 7. Emergency Procedures

The school has arrangements in place to respond to medical emergencies. Staff are trained to recognise symptoms and respond in accordance with Individual Healthcare Plans.

In an emergency, the school will contact emergency services where necessary and ensure that a member of staff remains with the pupil until responsibility is handed over to a parent or medical professional. Staff will act in accordance with training and will prioritise the safety and wellbeing of the pupil at all times.

## 8. Staff Training

The school ensures that staff receive appropriate training to support pupils with medical conditions. Training is provided based on identified needs and is linked directly to Individual Healthcare Plans.

Training is delivered by competent professionals and staff are only permitted to administer medication or carry out healthcare procedures once they have been assessed as competent. Training is refreshed as required, particularly when a pupil's medical needs change.

The school also provides general awareness training so that staff understand how to respond to common medical conditions and emergencies.

## 9. Inclusion and Access to Education

The school is committed to ensuring that pupils with medical conditions are not excluded from activities or disadvantaged in any way. Reasonable adjustments will be made to enable participation in lessons, school trips and wider school life.

Absence related to medical conditions will be managed sensitively and will not be treated as punitive where it is linked to a diagnosed condition.

## 10. Educational Visits

Risk assessments will be carried out for all off-site activities. These will take account of individual medical needs and ensure that appropriate arrangements are in place for medication, supervision and emergency response.

Pupils will only be excluded from trips where there is a clear and unavoidable safety risk that cannot be reasonably mitigated.

## 11. Unacceptable Practice

The school does not consider it acceptable practice to assume that all pupils with the same condition require identical treatment, to prevent access to medication, or to exclude pupils from activities on the basis of their medical condition alone.

It is also not acceptable to require parents to attend school to administer medication, to send pupils unaccompanied when unwell, or to ignore medical advice or parental input when planning support.

Pupils will not be penalised for attendance issues related to their medical condition where appropriate evidence has been provided.

## 12. Complaints

Any concerns about the implementation of this policy should initially be raised with the school. If the issue cannot be resolved informally, it may be progressed through the school's formal complaints procedure.

External escalation should only occur once internal procedures have been exhausted.

## 13. Insurance

The school maintains appropriate insurance cover for staff acting within the scope of this policy, including the administration of medication and delivery of healthcare support where staff are trained and authorised to do so.

## 14. Policy Review

This policy will be reviewed annually by the Governing Body or Proprietor. It will also be updated sooner if there are changes to statutory guidance or operational requirements.

The policy owner is the Headteacher, and final approval rests with the Governing Body or Proprietor.

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## Appendices:

### Appendix A: Individual Healthcare Plan:

#### Individual Health Care Plan (IHCP)

School	
Pupil Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who Needs To Know About Pupils Condition & What constitutes and Emergency	
Action to Be Taken in Emergency and by whom	
Follow Up Care	
Family Contacts Names Telephone Numbers	
Clinic/Hospital Contacts Name Number	
GP Name	

Number	
Description of medical needs and signs and symptoms	
Daily Care Requirements	
Who is Responsible for Daily Care	
Transport Arrangements <i>If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles</i>	
School Trip Support/Activities Outside School Hours (e.g. risk assessments, who is responsible in an emergency)	
Form Distributed To	

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## Appendix B: Parental agreement for school to administer medicine.

### Parental agreement for **add school** to administer medicine

(One form to be completed for each medicine)

The school will **not** give your child medicine unless you complete and sign this form.

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Medical condition or illness \_\_\_\_\_

#### Medicine: To be in original container with label as dispensed by the pharmacy

Name/type and strength of medicine \_\_\_\_\_  
(as described on the container)

Date commenced \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dosage and method \_\_\_\_\_

Time to be given \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the School should know about? \_\_\_\_\_

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parent/Carer Contact Details:

Name \_\_\_\_\_

Daytime telephone no. \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I understand that I must deliver the medicine safely to **add school**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to **appropriately trained** school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_