



The Blue Sky Federation

Resilience – Responsibility – Respect – Restorative

The Best You Can Be – Everyone, Every Day

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Approved: September 2026
Review: September 2027 or sooner if legislation changes

This policy should be read alongside the Federation Allergy Safety Policy, First Aid policies, SEND policy and relevant individual healthcare plans (IHPs).

1. Aims and principles

The Blue Sky Federation is committed to ensuring that pupils with medical conditions are properly supported so that they can access education, school life, trips, physical education and enrichment on the same basis as other pupils wherever possible.

- Pupils will not be unnecessarily excluded from learning or activities because of a medical condition.
- Arrangements will be based on the individual pupil's needs and will promote independence and self-care where appropriate.
- Staff supporting pupils with medical conditions will receive suitable information, instruction and training.
- Medical information will be shared with staff who need it in order to keep the pupil safe and support them effectively.

2. Legislation and statutory guidance

This policy reflects the duty in section 100 of the Children and Families Act 2014 and has regard to the Department for Education statutory guidance Supporting pupils at school with medical conditions, which remains in force at the date of this policy.

The Department for Education consulted on revised medical conditions guidance in 2026. The government confirmed in July 2026 that the existing guidance remains in force and will be updated in due course. This policy will therefore be reviewed when revised statutory guidance is published.

From September 2026, separate statutory duties apply to allergy safety. Detailed arrangements for allergies and anaphylaxis are set out in the Federation Allergy Safety Policy and are not duplicated here.

3. Roles and responsibilities

3.1 Governing body

The governing body has ultimate responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions. It will ensure that this policy is implemented effectively, that sufficient staff are suitably trained and competent, and that appropriate insurance arrangements are in place.

3.2 Executive Headteacher and school leaders

- Ensure staff are aware of this policy and understand their responsibilities.
- Ensure sufficient trained staff are available, including contingency and emergency cover.
- Ensure relevant staff are informed of pupils' medical needs.
- Ensure systems are in place to obtain and keep medical information up to date.
- Oversee the development and implementation of Individual Healthcare Plans (IHPs)
- Liaise with parents, healthcare professionals and other agencies as appropriate.
- Ensure arrangements for trips, visits, PE and other activities take account of pupils' medical needs.

3.3 Staff

Supporting pupils with medical conditions is not the responsibility of one person. Any member of staff may be asked to provide support, including administering medicines, but staff will not be required to undertake medical procedures for which they have not been appropriately trained and assessed as competent where this is required.

All staff must know how to obtain help in an emergency and must respond promptly when a pupil with a medical condition needs assistance.

3.4 Parents and carers

- Provide accurate and up-to-date information about their child's medical needs.
- Participate in the development and review of their child's IHP where one is required.
- Provide medicines and equipment in accordance with school procedures and ensure they are in date.
- Provide current emergency contact details and notify school promptly of changes.

3.5 Pupils

Pupils will be involved in decisions about their medical support as far as is appropriate to their age, maturity and understanding. Where appropriate, pupils will be encouraged to manage aspects of their own condition and medication safely.

4. Notification of a medical condition

Parents or healthcare professionals should inform the school when a pupil has a medical condition that may require support in school, when a diagnosis or treatment changes, or when a pupil is due to join or return to school with new medical needs.

The school will consider the information provided and decide, with parents and relevant healthcare professionals where appropriate, what arrangements are required. The school will aim to have arrangements in place as soon as practicable and normally within two weeks, or by the start of the relevant term for a new pupil where sufficient notice has been given.

5. Individual Healthcare Plans (IHPs)

Not every pupil with a medical condition requires an IHP. The need for a plan will be considered according to the complexity, severity and impact of the condition and the support required in school. Where there is disagreement about whether an IHP is required, the Executive Headteacher or delegated senior leader will make the final school decision, taking account of professional advice and the pupil's best interests.

IHPs will normally be developed in partnership with parents, the pupil where appropriate, relevant school staff and an appropriate healthcare professional. They will be reviewed at least annually, or sooner when needs, treatment or circumstances change.

An IHP may include:

- The condition, triggers, signs, symptoms and treatment.
- Medication, dosage, storage, equipment, testing and dietary or environmental requirements.
- The pupil's educational, social and emotional support needs.
- The level of support required, including emergency and contingency arrangements.
- Who will provide support and any training or competency requirements.
- Who needs to know about the condition and how information will be shared.
- Arrangements for written parental permission for medication where required.
- Arrangements for trips, visits, PE and activities outside the normal timetable.
- Emergency actions, contacts and what constitutes an emergency.

Where a pupil has an EHC plan, the IHP will be linked to or form part of that plan where appropriate. Condition-specific plans, including diabetes care plans and Allergy Action Plans, may form part of or sit alongside the IHP.

6. Managing medicines

Medicines will only be administered at school where this is necessary to meet a pupil's medical needs during the school day and appropriate arrangements have been agreed. This will normally include prescribed medication where the prescribed timing or frequency requires a dose to be given during school hours. Written parental consent will normally be required.

The Federation does not routinely administer or hold non-prescription medicines such as paracetamol or ibuprofen for pupils. Where a pupil requires occasional short-term pain relief during the school day, parents/carers will normally be contacted to make appropriate arrangements. This does not prevent the school from making individual arrangements where medication is necessary to meet a pupil's identified medical needs.

Prescribed medicines will normally only be accepted when they are in date, appropriately labelled and supplied in the original container as dispensed, with clear instructions for administration, dosage and storage. Insulin may be supplied in an insulin pen or pump rather than its original container.

Medicines will be stored safely but must remain readily accessible when required. Emergency medicines and devices, including inhalers, adrenaline auto-injectors and diabetes equipment, must be accessible without avoidable delay and must accompany pupils where necessary on off-site activities.

A record will be kept whenever medicine is administered by school staff. Unused or expired medicines will normally be returned to parents/carers for safe disposal.

6.1 Controlled drugs

Controlled drugs will be managed in accordance with legal requirements. Where a pupil is not authorised and competent to carry their own controlled drug, it will be stored securely with access limited to appropriate staff, while remaining accessible when required. Administration and stock records will be maintained.

6.2 Self-management

Where pupils are competent to manage their own medicines or procedures, this will be encouraged and reflected in their IHP. Arrangements will take account of age, maturity, safety and the nature of the condition.

7. Emergency procedures

Staff will follow the pupil's IHP or condition-specific emergency plan and the school's emergency procedures. Emergency treatment must not be delayed while waiting for a parent or a senior member of staff.

Where an ambulance is required, 999 will be called promptly. Parents will be contacted as soon as practicable. A member of staff will remain with the pupil and, where necessary, accompany them to hospital if a parent has not arrived.

Suspected anaphylaxis is managed under the Federation Allergy Safety Policy. Suspected severe asthma attacks and diabetes emergencies are managed in accordance with the pupil's plan, relevant school procedures and current emergency guidance.

8. Training and competency

Staff who provide support for a pupil's medical condition will receive suitable and sufficient training for the support they are expected to provide. Training requirements will be identified through the IHP process and advice from relevant healthcare professionals where appropriate.

Training will be refreshed when required and records will be maintained. New and temporary staff will receive the information necessary to respond safely to the pupils they support. All staff have received allergy and anaphylaxis awareness training; detailed requirements are set out in the Allergy Safety Policy.

9. Inclusion, equality and attendance

Pupils with medical conditions must not be prevented from participating in school life simply because of their condition. The Federation will consider reasonable adjustments and individual risk management so pupils can participate safely and fully.

The school will not routinely require parents to attend school to provide medical support that the school should reasonably arrange, nor require parents to accompany pupils on trips solely because of a medical condition.

Where a medical condition affects attendance or access to education, the school will work with the family and relevant professionals to support education and reintegration. Where a pupil cannot attend school because of health needs, the school will work with the local authority in accordance with relevant statutory guidance.

10. Educational visits, PE and off-site activities

Planning for trips, visits, PE, swimming, residentials and other off-site activities will take account of pupils' medical needs. Relevant medication, equipment and emergency information must be available, and a suitably informed or trained adult will be identified where required.

Risk assessments will identify reasonable adjustments and any additional arrangements needed to enable participation. A pupil will not be excluded from an activity solely because of a medical condition unless participation cannot be made safe despite reasonable adjustments.

11. Record keeping and confidentiality

The Federation will keep appropriate records of medical information, IHPs, medication administered, training and relevant incidents. Records will be stored and shared in accordance with data protection requirements and the need to safeguard the pupil.

Information will be shared with staff who need it to provide safe and effective support. Staff must respect confidentiality and should not disclose medical information more widely than necessary.

12. Unacceptable practice

School staff will use professional judgement and consider each pupil individually. It is generally unacceptable to:

- Prevent pupils from readily accessing medication or equipment they need.
- Assume that pupils with the same condition require identical support.
- Ignore the views of the pupil, parents or relevant medical evidence.
- Send an unwell pupil to the office or medical room unaccompanied where this would be unsafe.
- Penalise a pupil for absence directly related to their medical condition.
- Prevent necessary drinking, eating, toileting or other breaks required to manage a condition.
- Require parents to attend school to administer medication as a substitute for making reasonable school arrangements.
- Create unnecessary barriers to trips, pe, clubs or other aspects of school life.
- Administer, or require pupils to administer, medicine in school toilets unless an exceptional individual arrangement makes this necessary and appropriate.

13. Insurance and indemnity

The governing body will ensure that appropriate insurance arrangements are in place for staff supporting pupils with medical conditions. Where a procedure or level of support is outside normal arrangements, the school will confirm that appropriate cover is in place before the support begins, except where immediate emergency action is required to preserve life or prevent serious harm.

14. Complaints

Concerns about the support provided for a pupil with a medical condition should normally be raised with the Executive Headteacher in the first instance. If the matter cannot be resolved, parents may use the Federation's complaints procedure.

15. Monitoring and review

This policy will be reviewed regularly and at least annually as a matter of Federation practice. It will be reviewed sooner where legislation, statutory guidance or local arrangements change. In particular, it will be reviewed when the Department for Education publishes revised statutory guidance on supporting pupils with medical conditions.

16. Related policies and documents

- Allergy Safety Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy and SEN Information Report
- Accessibility Plan
- Educational Visits procedures
- Safeguarding and Child Protection Policy
- Complaints Policy
- Equality information and objectives
- Individual Healthcare Plans and condition-specific care plans
- Diabetes management appendices and individual diabetes care plans