Empowering all to achieve

Severn Vale School
An Academy

Supporting pupils with medical conditions policy

Date of Policy	September 2026
Date of Review:	September 2027
Staff Responsible	Assistant Headteacher SENDCo / Medical Conditions and Allergy Lead
Reference	Staff shared area/school policies
School/Governor Policy	Governor, Statutory

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly 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 pupils' conditions, 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 the Assistant Headteacher SENDCo and Medical Conditions and Allergies Lead

2. 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 make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school and Allergy safety in schools statutory guidance July 2026

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements 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.

3.2 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
- Ensure that all staff who need to know are aware of a child's condition

- Take overall responsibility for the development of IHPs
- 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

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to administer medical or first aid. This will be completed by appropriately trained staff. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account 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.

3.4 Parents/carers

Parents/carers 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, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

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.

3.6 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. They may also support staff to implement a child's IHP.

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. They may also provide advice on developing IHPs.

4. 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/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

~~See Appendix 1~~

6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Medical Conditions and Allergies Lead.

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
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Medical Condition and Allergies Lead will discuss with Assistant Headteacher SENDCo prior to a final decision by the headteacher.

Plans will be drawn up in partnership with the school, parents/carers 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 education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an 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 governing board, the Assistant Headteacher and Medical Conditions and Allergies Lead, will consider the following 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, counselling sessions
- 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/carers ~~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/carer or 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

7. Intimate Care

Severn Vale School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.

Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this.

Protocols for Intimate Care Plans

1. Any student requiring personal care must have an intimate care plan. The SENDCo (Julie Williamson) will oversee this. Records relating to such students are available within the Graduated Pathway SEND IHP, Intimate Care Plans.

2. The plan must be written by the Medical and Allergies Lead in conjunction with the SENDCO and the student and parents/carer. This will cover any safeguarding issues to ensure that the staff providing the personal care are not putting themselves at risk. The DSL will be copied into any emails relating to the topic.
3. The parents/carers of any student requiring personal care should be made aware of how they can help by providing the correct clothing for the young person e.g. loops on trousers so they are easy to pull up and down, no tights.
4. The SENDCo will organise up to date training and ensure that the staff providing the personal care are trained to explain the role of the intimate care plan with the student. There must always be at least two staff who can provide the personal care for a student.
5. For students who do not always need a personal carer in lesson, they will be informed of who is available to administer personal care should they require this. This will be agreed with the student when this might be applicable.
6. There are various aids that the school can purchase to help with personal care making more acceptable for the student and carer. The Advisory Teaching Service are the main point of contact for any questions about this or helping to provide any aids necessary. They will also come and support the drawing up of an intimate care plan if needed and undertake training with staff.
7. Once completed, all Personal Care Plans are to be saved in the identified staff shared area and a note is to be added to the student's My Plan/My Plan+/EHCP identifying that a PCP is in existence. A separate email to all those who teach this student must also be sent to raise awareness so that they can familiarise themselves with the protocol.

8. Managing medicines

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 **and**
- Where we have parents/carers' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

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/carers will always be informed if their child has received medication.

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 will be readily available from Student Support. On the rare occasion that this is shut, the Site Manager and IT support team in the office next door have access to the room.

Out of date medicines will be safely and appropriately disposed of by Student Support.

8.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Controlled drugs are kept in a secure cupboard in the school office 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.

8.2 Pupils managing their own needs

Pupils with an IHP who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs. Where a student is not competent in taking their medication, an appropriate member of staff will be assigned to support them.

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/carers so that an alternative option can be considered, if necessary.

8.3 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/carers
- 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
- To send them to student support office (SSO) unaccompanied or with someone unsuitable
- 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/carers, 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/carer 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/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

9. 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/carer arrives, or accompany the pupil to hospital by ambulance.

10. Training

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 Medical Conditions and Allergies Lead. The First Aid Lead will log all staff training and ensure it is kept up to date.

Training will:

- 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 have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication, when needed/appropriate.

All staff will receive training so they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. Training for new staff will be provided during their induction or as soon as possible after this.

11. Record keeping

The governing board will ensure that ~~written~~ records are kept on medical tracker of all medicine administered to pupils for as long as these pupils are at the school. Staff will determine whether parents/carers will be informed if their child has been unwell at school. Day to day responsibility for the record keeping process is delegated to the Lead First Aider.

IHPs are on the student profile on Arbor of which all staff are aware.

12. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

School insurance is covered by Zurich. This is an annual policy held which covers all areas of school buildings, contents, vehicles, public liability, personal liability, employers liability.

13. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Medical Conditions and Allergies Lead and Assistant Headteacher SENDCO in the first instance. If they cannot resolve the issue, it will be raised with the Headteacher. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

14. Monitoring arrangements

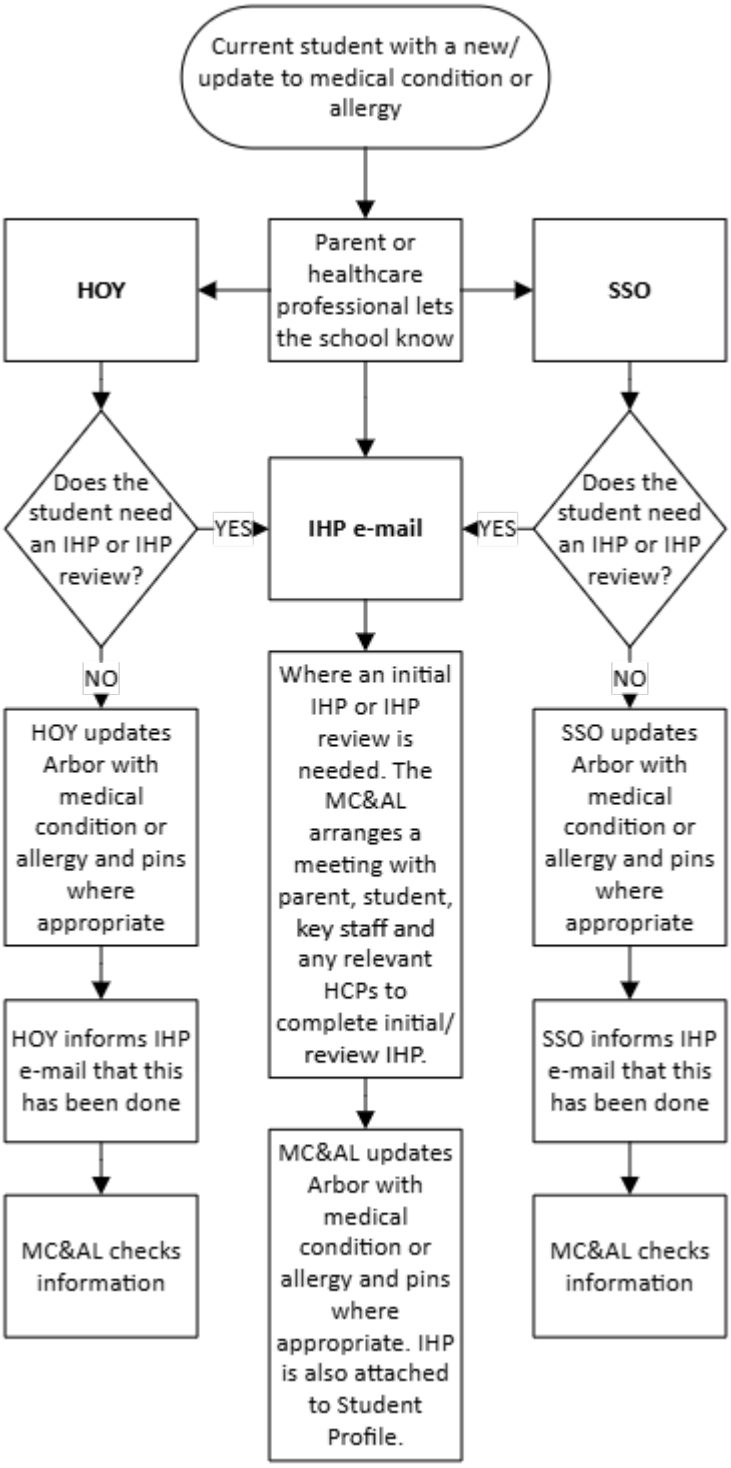
This policy will be reviewed by the Governors CFC Committee and ratified by the Governing Board annually.

15. Links to other policies

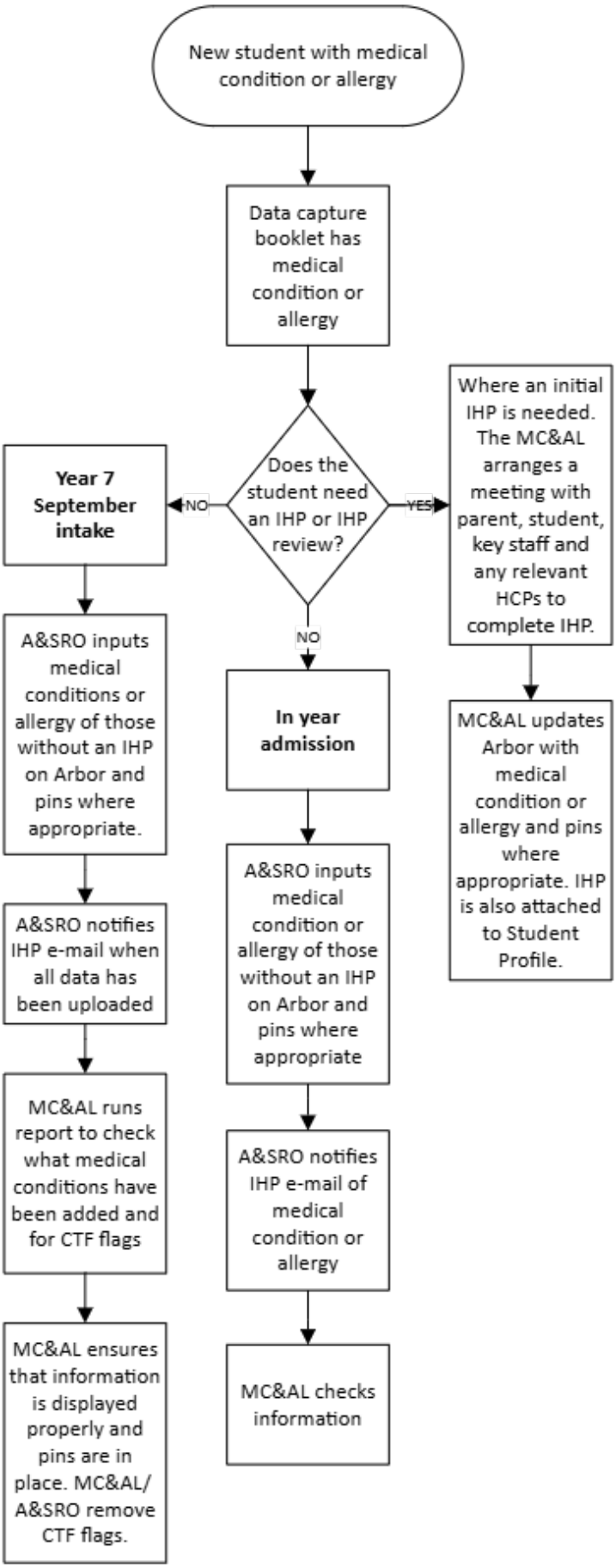
This policy links to the following policies:

- Access Policy
- Allergies and Anaphylaxis
- Complaints
- Equality Act
- First aid
- Health and safety
- Safeguarding policy
- SEND policy

Appendix 1. Being notified a child has a medical condition



Acronyms
HOY - Head of Year
SSO - Student Support Office
HCP - Healthcare Professional
IHP - Individual Healthcare Plan
MC&AL - Medical Conditions and Allergy Lead
A&SRO - Admissions & Student Records Officer


New student with medical condition or allergy
Data capture booklet has medical condition or allergy
Does the student need an IHP or IHP review?
NO
YES
Year 7 September intake
Where an initial IHP is needed. The MC&AL arranges a meeting with parent, student, key staff and any relevant HCPs to complete IHP.
NO
A&SRO inputs medical conditions or allergy of those without an IHP on Arbor and pins where appropriate.
In year admission
MC&AL updates Arbor with medical condition or allergy and pins where appropriate. IHP is also attached to Student Profile.
A&SRO notifies IHP e-mail when all data has been uploaded
A&SRO inputs medical condition or allergy of those without an IHP on Arbor and pins where appropriate
MC&AL runs report to check what medical conditions have been added and for CTF flags
A&SRO notifies IHP e-mail of medical condition or allergy
MC&AL ensures that information is displayed properly and pins are in place. MC&AL/ A&SRO remove CTF flags.
MC&AL checks information