



King's Academy
Rowner

Support for Pupils with Medical Conditions Policy

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1. Introduction

At King's Academy Rowner (KAR), we are dedicated to ensuring that every pupil with a medical condition is effectively supported in school. Our approach ensures they can participate fully in school life, stay healthy, and achieve their academic potential. This policy adheres to Section 100 of the Children and Families Act 2014 and is aligned with the Department for Education's (DfE) guidance, Supporting Pupils with Medical Conditions at School (2023).

2. Aims

This policy aims to:

- Ensure pupils with medical conditions are fully included in all aspects of school life, including school trips, physical education, and extracurricular activities.
- Outline clear roles and responsibilities for staff, parents/carers, and healthcare professionals.
- Detail procedures for the development, implementation, and review of individual healthcare plans (IHPs).
- Ensure compliance with the Equality Act 2010 by making reasonable adjustments to support pupils with medical needs.

This policy applies to all pupils with medical conditions, whether long-term or short-term.



3. Roles and Responsibilities

Governing Body

The Governing Body ensures:

- Adequate arrangements are in place to support pupils with medical conditions.
- The policy is reviewed regularly and reflects current statutory guidance.
- All staff who support pupils with medical conditions, including administering medication or carrying out medical procedures, are fully covered by the Trust's insurance arrangements. Staff acting within the scope of their duties and in line with this policy and their training are indemnified against liability. No member of staff will be asked to undertake a medical task unless they are appropriately trained and feel competent to do so.

Executive Headteacher

The Executive Headteacher is responsible for:

- Overseeing the implementation of this policy.
- Ensuring staff are properly trained to support pupils with medical conditions.
- Delegating the development of IHPs to relevant staff in collaboration with parents/carers and healthcare professionals.

Staff

- All staff are informed about pupils' medical conditions on a need-to-know basis.
- Teachers and support staff ensure inclusion and follow guidance in IHPs.
- No member of staff will be required to administer medication. However, staff can volunteer to administer medicine and must be appropriately trained and competent.

Parents/Carers

Parents/carers are responsible for:

- Informing the school of their child's medical condition and any changes.
- Providing prescribed medication in its original container, with clear dosage instructions.
- Participating in the development and review of IHPs.

Healthcare Professionals

- Provide advice and support to the school regarding the medical needs of pupils.
- Deliver specific training to staff where necessary.
- Collaborate in the creation and review of IHPs.

4. Individual Healthcare Plans (IHPs)

Purpose of IHPs

IHPs are developed for pupils with significant medical conditions. These plans:

- Detail the pupil's medical condition, triggers, and symptoms.
- Outline specific support required, including medication and emergency procedures.
- Clarify the roles and responsibilities of school staff, parents/carers, and healthcare professionals.



Development of IHPs

IHPs are created in partnership with parents/carers, the pupil (where appropriate), and relevant healthcare professionals. They are reviewed at least annually or sooner if a pupil's needs change.

IHP Content

An IHP includes:

- The pupil's medical history and needs.
- Medication details, including dosage and administration requirements.
- Emergency procedures and contact details.
- Any impact on education, including adjustments required.

Reintegration and Transition

The school will support pupils returning after illness through reasonable adjustments, phased returns and updated IHPs. Medical information needed for transition between year groups or schools will be shared appropriately.

5. Managing Medication in School

Storage

- Medication is stored securely in the school office or fridge if required.
- Emergency medication (e.g. EpiPens, inhalers) is accessible to the pupil at all times.

Administration

- Medication is administered only with written consent from parents/carers.
- Staff record all instances of medication administration on Arbor.
- Medication that is out-of-date or not provided in line with requirements will not be administered and will be returned to parents/carers.

Self-Management

- Where appropriate, pupils are encouraged to manage their own medication under supervision.

6. Emergency Procedures

The school has robust procedures for managing medical emergencies, which include:

- Staff training to recognise and respond to emergencies.
- Displaying clear guidance on contacting emergency services.
- Maintaining up-to-date emergency contact details for all pupils.

7. Training and Awareness

- Staff receive general training to understand common medical conditions such as asthma, diabetes, allergies, and epilepsy.
- Specific training is provided for staff supporting pupils with individual needs, delivered by qualified healthcare professionals.
- Training is updated annually or as needed.



8. Participation in School Activities

KAR is committed to ensuring all pupils can participate in school trips, physical education, and extracurricular activities:

- Risk assessments consider medical conditions and required adjustments.
- Staff ensure IHPs are followed during activities.
- Emergency medication must accompany pupils on school trips, visits and off-site activities.

9. Unacceptable Practice

The academy will not:

- Require pupils to leave the site unnecessarily due to their medical condition.
- Prevent pupils from drinking, eating or accessing the toilet when needed for managing their condition.
- Ignore medical evidence or advice.
- Penalise pupils for attendance related to medical needs.
- Prevent pupils from participating in trips, PE or activities because of their medical condition

10. Record-Keeping and Confidentiality

- All medical information is treated as confidential and shared only with those who need to know.
- IHPs, training records, and medication administration logs are securely maintained.

11. Complaints

If parents/carers have concerns regarding the school's support for their child's medical needs, they should follow the school's complaints procedure, beginning with a discussion with the Executive or Associate Headteacher.

12. Monitoring and Review

This policy is reviewed annually by the Governing Body to ensure it remains compliant with legislation and meets the needs of pupils. The implementation of the policy is monitored through feedback from staff, parents/carers, and pupils.

12. Related Policies

This policy links to:

- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- SEND Policy
- Health and Safety Policy