



The Welbeck Federation

# Supporting Pupils with Medical Needs Policy

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| <b>Executive Head Teacher Signature:</b> | <i>L Jordan</i> |
| <b>Date Adopted:</b>                     | October 2026    |
| <b>Review Date:</b>                      | October 2027    |

## **1. Policy Statement**

The Welbeck Federation of Schools is committed to ensuring that all pupils with medical conditions are properly supported so that they can access education, educational visits, sporting activities and all aspects of school life safely and successfully. This includes pupils with both physical and mental health needs.

We recognise that pupils with medical conditions may require ongoing support, medication, monitoring, emergency intervention or adjustments to school routines. We are committed to ensuring that these pupils can participate fully in school life and achieve their academic, social and emotional potential.

The Federation will make reasonable adjustments to ensure pupils with medical conditions are not disadvantaged and will work in partnership with parents, healthcare professionals and external agencies to provide appropriate support.

### ***This policy should be read alongside:***

-  Administration of Medication Policy
-  First Aid Policy
-  SEND Policy
-  Safeguarding and Child Protection Policy
-  Attendance Policy
-  Educational Visits Policy

## **2. Aims**

The aims of this policy are to:

-  Ensure pupils with medical conditions are properly supported.
-  Enable pupils with medical conditions to access education fully.
-  Promote the health, safety and wellbeing of all pupils.
-  Reduce barriers to learning and participation.
-  Ensure staff understand their roles and responsibilities.
-  Promote effective partnership working with parents and healthcare professionals.
-  Ensure appropriate arrangements are in place for emergency situations.
-  Support pupils' emotional wellbeing and inclusion.

## **3. Legislation and Guidance**

This policy is based on:

-  Children and Families Act 2014
-  Equality Act 2010
-  SEND Code of Practice
-  Supporting Pupils at School with Medical Conditions (DfE)
-  Health and Safety at Work Act 1974
-  Data Protection Act 2018 and UK GDPR
-  Keeping Children Safe in Education (KCSIE)

The Federation recognises that some pupils with medical conditions may also be considered disabled under the Equality Act 2010 or have Special Educational Needs and Disabilities (SEND). In such circumstances, the Federation will ensure that statutory duties are fulfilled.

#### **4. Procedures Following Notification of a Medical Condition**

Parents/carers should inform the school as soon as possible of any medical condition that may require support during the school day.

When notification is received, the Federation will:

-  Meet with parents/carers where appropriate.
-  Gather relevant medical information.
-  Liaise with healthcare professionals where necessary.
-  Consider whether an Individual Healthcare Plan (IHP) is required.
-  Identify any training requirements for staff.
-  Ensure relevant information is shared with appropriate staff.
-  Identify any reasonable adjustments required.

The Federation will not wait for a formal diagnosis before considering what support may be necessary if sufficient evidence exists that support is required.

#### **5. Individual Healthcare Plans (IHPs)**

The Federation recognises that some pupils will require an Individual Healthcare Plan.

An IHP will normally be developed where a pupil:

-  Has a long-term or complex medical condition.
-  Requires ongoing support.
-  Requires emergency medication or intervention.
-  Has medical needs that impact on school life.
-  Requires specific adjustments to access education safely.

Healthcare Plans will be developed in partnership with:

-  Parents/carers
-  The pupil (where appropriate)
-  Healthcare professionals
-  Relevant school staff

The plan may include:

-  Details of the medical condition.
-  Signs and symptoms.
-  Daily care requirements.
-  Medication arrangements.
-  Emergency procedures.
-  Staff responsibilities.
-  Arrangements for educational visits.
-  Contact details.

Healthcare Plans will be reviewed annually or sooner if:

-  The child's condition changes.
-  Medication changes.
-  Advice is updated by healthcare professionals.
-  Concerns arise regarding current arrangements.

The Federation uses the Individual Healthcare Plan included within the Administration of Medication Policy.

## 6. Roles and Responsibilities

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| <p><b>Governing Board</b></p> <ul style="list-style-type: none"> <li> Ensure appropriate arrangements are in place to support pupils with medical conditions.</li> <li> Ensure sufficient resources are available.</li> <li> Ensure staff training arrangements are appropriate.</li> <li> Review this policy regularly.</li> <li> Monitor compliance with statutory responsibilities.</li> </ul>                                                                                                                                                                                   | <p><b>Executive Headteacher</b></p> <p>The Executive Headteacher, Lisa Jordan, is responsible for:</p> <ul style="list-style-type: none"> <li> Ensuring this policy is implemented across the Federation.</li> <li> Ensuring Healthcare Plans are in place where required.</li> <li> Ensuring staff receive appropriate training.</li> <li> Ensuring suitable procedures and record keeping systems are maintained.</li> <li> Ensuring staff are aware of pupils' medical needs on a need-to-know basis.</li> <li> Monitoring the effectiveness of support arrangements.</li> <li> Liaising with healthcare professionals and other agencies where required.</li> </ul> |
| <p><b>Deputy Headteacher</b></p> <p>The Deputy Headteacher, Matt Walker, will:</p> <ul style="list-style-type: none"> <li> Support implementation of this policy.</li> <li> Assist in coordinating support for pupils with medical conditions.</li> <li> Support emergency planning and response arrangements.</li> <li> Assist with policy monitoring and review.</li> <li> Undertake leadership responsibilities relating to medical needs in the absence of the Executive Headteacher.</li> </ul>                                                                      | <p><b>Inclusion Lead</b></p> <p>The Inclusion Lead, Joanne Turner, will:</p> <ul style="list-style-type: none"> <li> Coordinate support for pupils with medical conditions.</li> <li> Lead on the development and review of Individual Healthcare Plans.</li> <li> Liaise with families and external professionals.</li> <li> Ensure staff understand Healthcare Plans.</li> <li> Monitor the educational, social and emotional impact of medical conditions.</li> <li> Support reintegration following medical absence.</li> <li> Coordinate reasonable adjustments where required.</li> </ul>                                                              |
| <p><b>Staff</b></p> <ul style="list-style-type: none"> <li> Following this policy.</li> <li> Following Individual Healthcare Plans.</li> <li> Attending relevant training.</li> <li> Reporting concerns promptly.</li> <li> Knowing how to respond in an emergency.</li> <li> Supporting inclusion for pupils with medical conditions.</li> </ul> <p>No member of staff will be required to administer medication unless they have agreed to do so or it forms part of their role.</p> | <p><b>Parents and Carers</b></p> <ul style="list-style-type: none"> <li> Inform school of any medical condition.</li> <li> Attend meetings relating to their child's support.</li> <li> Provide accurate and up-to-date information.</li> <li> Supply medication and equipment where required.</li> <li> Ensure medication remains in date.</li> <li> Inform school of any changes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Pupils</b></p> <p>Where appropriate, pupils will be encouraged to:</p> <ul style="list-style-type: none"> <li> Understand their medical condition.</li> <li> Participate in discussions regarding support arrangements.</li> <li> Take increasing responsibility for managing their condition.</li> <li> Inform staff when they require support.</li> </ul>                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## **7. Staff Training and Support**

The Federation will ensure staff receive appropriate training to meet identified medical needs.

Training may include:

-  Asthma awareness.
-  Use of adrenaline auto-injectors.
-  Diabetes management.
-  Epilepsy awareness.
-  Emergency procedures.
-  Specific condition-related training.

Where specialist training is required, advice and support will be sought from appropriate healthcare professionals.

Training records will be maintained and reviewed annually.

## **8. Supporting Pupils with Medical Conditions**

The Federation recognises that medical conditions can impact attendance, learning, participation and emotional wellbeing.

Support may include:

-  Flexible arrangements following illness.
-  Support to catch up with missed learning.
-  Reasonable adjustments to routines and expectations.
-  Access arrangements where appropriate.
-  Pastoral support.
-  SEND support where required.
-  Reintegration plans following extended absence.

Pupils with medical conditions will be encouraged and supported to participate fully in all aspects of school life wherever it is safe to do so.

## **9. Managing Medicines**

Procedures relating to:

-  Prescribed medication.
-  Emergency medication.
-  Controlled drugs.
-  Storage of medication.
-  Administration arrangements.
-  Self-administration.
-  Educational visit arrangements.
-  Record keeping.

are detailed within the Federation's Administration of Medication Policy.

## **10. First Aid**

The Federation's arrangements for:

- First aid provision.
- Accident reporting.
- First aid equipment.
- Emergency assistance.
- Communication with parents.
- Staff responsibilities.

are detailed within the Federation's First Aid Policy.

## **11. Emergency Procedures**

Where a pupil has an Individual Healthcare Plan, the emergency procedures detailed within that plan must be followed.

In a medical emergency staff will:

-  Follow the pupil's Healthcare Plan where one exists.
-  Call for appropriately trained assistance.
-  Administer emergency treatment where trained and authorised to do so.
-  Contact emergency services where necessary.
-  Inform parents/carers as soon as possible.
-  Complete relevant records following the incident.

Emergency medication must remain accessible at all times.

## **12. Educational Visits, Residentials and Sporting Activities**

The Federation is committed to ensuring pupils with medical conditions can participate fully in educational visits and extra-curricular activities.

Prior to visits, staff will:

-  Review Healthcare Plans.
-  Complete risk assessments.
-  Ensure necessary medication is available.
-  Ensure emergency arrangements are understood.
-  Share relevant information with accompanying staff.

No pupil will be excluded from a visit solely because of a medical condition unless a specific risk cannot be managed safely.

## **13. Unacceptable Practice**

The Federation will not:

-  Prevent pupils from accessing medication when required.
-  Assume all pupils with the same condition require identical support.
-  Ignore the views of pupils, parents or healthcare professionals.
-  Send pupils home unnecessarily.
-  Penalise pupils for attendance issues related to a medical condition.
-  Prevent pupils from eating, drinking or using the toilet when needed to manage their condition.

-  Require parents to attend school routinely to administer medication.
-  Create unnecessary barriers to participation in school life.
-  Exclude pupils from activities without a clear and justified risk assessment.

#### **14. Insurance and Liability**

The Federation maintains appropriate insurance arrangements to support staff acting in accordance with this policy, relevant training, Healthcare Plans and Federation procedures. Staff who follow agreed procedures and authorised training will be supported by the Federation's insurance arrangements.

#### **15. Record Keeping**

The Federation maintains records relating to:

- Healthcare Plans.
- Staff training.
- Medical interventions.
- Medical incidents.
- Medication administration.
- Communications with parents.

Where appropriate, records are maintained through CPOMS, Medical Tracker and retained in accordance with Federation data protection and record retention procedures.

#### **16. Complaints**

Any concerns relating to support for pupils with medical conditions should initially be raised with the Executive Headteacher.

Complaints will be managed in accordance with the Federation Complaints Policy.

#### **17. Monitoring and Review**

This policy will be reviewed annually by the Executive Headteacher and Governing Board.

It will also be reviewed sooner if:

-  Legislation changes.
-  Statutory guidance is updated.
-  Federation procedures change.
-  A significant medical incident indicates a review is required.