



Name of Policy: Supporting Children with Medical Conditions
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Links with other policies/procedures: Managing medicines
Links to procedures: Care Plans and emergency
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Woodlands Meed Equalities Statement is available on the website: www.woodlandsmeed.co.uk under policies

Woodlands Meed's Overall Aims: Building Unique Futures Together

This includes:

- Providing a safe, secure environment
- Recognising the individual needs and strengths of each child
- Planning and facilitating unique, enjoyable opportunities to maximise learning and potential
- Working with parents/carers and outside agencies to achieve the best for each child
- Ensuring opportunities from the wider community are utilised.

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1. Aims

At Woodlands Meed we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- › Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- › Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- › Set out the procedure for creating, reviewing and managing care plans
- › Reassure parents/carers that the school will help their child feel safe, supported and included

The named people with responsibility for implementing this policy are Chris Carter and Gillian Barton

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 statutory guidance on [supporting pupils with medical conditions at school](#) Early Years Foundation Stage statutory framework from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- › Review this policy in a timely manner, in line with the relevant legislation and requirements
- › Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- › Monitor practice and staff training, regarding pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to Leadership Team.

3.2 The Leadership Team

The Leadership Team will:

Make sure all staff are aware of this policy and understand their role in its implementation

- › Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual care plans, including in contingency and emergency situations
- › Make sure that all staff who need to know are aware of a child's condition
- › Take overall responsibility for the development and monitoring of individual care plans

- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- › Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- › Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- › Collaborate with the special school nursing service for each pupil who has a medical condition that may require support at school
- › Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- › Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date (See Managing Medication Policy)

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 do so. 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, as assessed by the Special School Nursing Team.

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
- › Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- › Be involved in the development and review of their child's care plan where appropriate
- › Carry out any action they have agreed to as part of the implementation of the care plan, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Specific pupils with medical conditions may be best placed to provide information about how their condition affects them. Pupils should be involved in discussions about their medical support needs and contribute as much as possible to the development of their care plans.

3.6 Special school nurses and other healthcare professionals

Our special school nurses will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be at the point of admission, wherever possible, or when notified about a new condition or diagnosis. They may also support staff to develop and implement a child's care plan.

Healthcare professionals, such as GPs and paediatricians, will liaise with our special school nurses and notify them of any pupils identified as having a medical condition. They may also provide or support the development of some care plans.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. 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, a decision will be made between school leaders and special school nurses regarding the need for a care plan, in liaison with parents / carers.

We will:

- › For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medical needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place as soon as possible.
- › Send timely reminders to parents/carers and forms to complete, if their child has specific medical needs, or if needs have changed.

We ask that parents/carers proactively inform us by either phone or email if their child's medical needs change during the school year.

6. Individual care plans

The headteacher has overall responsibility for the development of care plans for pupils with medical conditions.

The day-to-day responsibility has been delegated to the the Deputy Heads for SEND and Special School Nurses.

Plans will be reviewed regularly and as required if there is evidence that the pupil's needs have changed.

Not all pupils with a medical condition will require a care plan. It will be agreed with a healthcare professional when a care plan would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the special school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The leadership team and special school nurses will consider the following when deciding what information to record on care plans:

- › The medical condition, its triggers, signs, symptoms and treatments
- › What to do in an emergency, including who to contact and contingency arrangements
- › 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
- › 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
- › Arrangements for written permission from parents/carers and the leadership team 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

7. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupil care plans 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.

8. 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 care plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed where appropriate.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Leadership Team. Training will be 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 care plan
- › Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

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

All staff will be aware of this policy and the expectations and measures above.

9. Record keeping

As per the Managing Medication Policy, we will ensure records are kept for all medication administered in school for the duration of a pupils time on roll.

Parents/carers will be informed if their child has been unwell at school.

Care plans are kept in a readily-accessible place that all staff are aware of.

We will:

- › Update our records when parents/carers of pupils inform us of changes to their child's needs
- › Make sure that all staff have access to records so that they are informed about pupils' medical needs
- › Securely hold this information digitally in accordance with the UK GDPR
- › Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

10. 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. The details of the school's insurance policy are:

Public liability insurance - indemnifies the County Council for all sums that it may become legally liable to pay in respect of accidental injury or accidental damage, arising from the County Council's negligence or arising from accidental trespass, obstruction etc. This policy covers the actions of all employees, volunteers and Governors. It also covers Governors and Trustees of Schools including Voluntary Aided, Controlled and Special Schools where claims have arisen out of the use of such schools for educational purposes. with a sum insured of £50m.

Medical malpractice insurance - indemnifies the County Council against legal liability to pay compensatory damages or awards to third parties with a sum insured of £5m, a £750,000 excess applies.

11. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the class teacher and/or Leadership Team in the first instance. If the Leadership Team cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

12. Links to other policies

This policy links to the following policies:

- › Accessibility plan
- › Complaints
- › Equality information and objectives
- › First aid
- › Health and safety
- › Safeguarding
- › Special educational needs information report and policy
- › Managing Medicines Policy