

Policy document control box	
Policy title	Supporting Pupils with Medical Conditions
Policy owner (including job title)	Kim Anderson, Head of Centre
Approving body	Red Balloon Worthing Governors
Date when version approved	June 2026
Date of next review	July 2027

Contents

Purpose.....	2
Legislation and Statutory Responsibilities.....	2
Roles and Responsibilities.....	2
Equal Opportunities	5
Being notified that a child has a medical condition.....	5
Individual healthcare plans (IHPs)	5
Managing medicines.....	6
Emergency procedures.....	8
Record keeping	9
Disposing of medication.....	9
Liability and indemnity	9
Complaints	9
Monitoring arrangements.....	9
Links to other policies	9
Appendix 1:Being notified a child has a medical condition	10

Purpose

This policy aims to ensure that:

- Learners, staff and parents understand how the Centre will support learners with medical conditions. The Centre recognises that many learners may have complex SEND needs alongside medical conditions. Adjustments will be made to ensure understanding, communication and participation in healthcare planning.
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including Centre trips and sporting activities
- All medical support will be delivered in line with the Centre's safeguarding and child protection policy

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of learners' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Lucy Jackson.

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 learners at their Centre with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting learners with medical conditions at Centre](#).

Roles and Responsibilities

The governing body

The governing body has ultimate responsibility to make arrangements to support learners with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head of Centre

The Head of Centre 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting learners with medical conditions during Centre hours is not the sole responsibility of one person. While staff cannot be compelled to administer medication, all staff have a duty of care and must respond appropriately in an emergency. This includes the administration of medicines.

Those staff who take on the responsibility to support learners 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 learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

Parents

Parents will:

- Provide the Centre 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

Learners

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners 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.

Other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the Centre and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHPs.

Equal Opportunities

The Centre is clear about the need to actively support learners with medical conditions to participate in Centre trips and visits, or in sporting activities, and not prevent them from doing so.

The Centre will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on Centre trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the Centre is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP.

The Centre will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to the Centre.

Parents will be given a copy of the Supporting Learners with Medical Conditions policy and a letter outlining what is required of them when dispensing and collecting medication when their child is enrolled at Red Balloon Worthing.

Individual healthcare plans (IHPs)

The Head of Centre has overall responsibility for the development of IHPs for learners with medical conditions. This has been delegated to the Medical Lead

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- By whom
- When

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head of Centre will make the final decision.

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

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a learner has 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 and the Head of Centre/ Medical Lead will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner'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 learner'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 learner 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 learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the Centre needs to be aware of the learner's condition and the support required
- Arrangements for written permission from parents and the Head of Centre for medication to be administered by a member of staff, or self-administered by the learner during Centre hours
- Separate arrangements or procedures required for Centre trips or other Centre activities outside of the normal timetable that will ensure the learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing medicines

Prescription and non-prescription medicines will only be administered at Centre:

- When it would be detrimental to the learner's health or Centre attendance not to do so and
- Where we have parents' written consent

Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Where possible, a second member of staff should be present when administering medication, particularly for higher-risk medications. When giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed using Arbor.

Medication should not be mixed and will always be dispensed individually.

The Centre 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 Centre 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. Learners 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 learners and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

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.

A learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner to use. All other controlled drugs are kept in a secure cupboard in the Centre 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.

Learners managing their own needs

Where appropriate, the Centre will consider whether a learner has the capacity to consent to their own medical care. Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner 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 so that an alternative option can be considered, if necessary.

Unacceptable practice

Centre staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- 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 Centre activities, including lunch, unless this is specified in their IHPs
- If the learner becomes ill, send them to the Centre office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend Centre to administer medication or provide medical support to their learner, including with toileting issues. No parent should have to give up working because the Centre is failing to support their child's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of Centre life, including Centre trips, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in Centre toilets

Emergency procedures

Staff who are responsible for supporting learners 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 learners 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 Head of Centre/Medical Lead. 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 learners
- 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.

All staff will receive training so that 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. This will be provided for new staff during their induction.

Record keeping

The governing body will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the Centre. Parents will be informed if their learner has been unwell at Centre.

IHPs are kept in a readily accessible place which all staff are aware of.

Disposing of medication

The person in charge of medicine will check the medicine cupboard half termly to check for medicine that is out of date..

If a learner has left the Centre, and there is medication remaining, the parent must come and collect the medicine and sign the school medication release form to confirm that they have collected it.

If the medication hasn't been collected by a parent/guardian within 6 weeks, the person in charge of medication will take it to the pharmacy where it will be disposed of safely and securely.

A record of this will be kept on Arbor.

Any empty medication boxes will be shredded at Red Balloon Worthing by the person in charge of medication.

Liability and indemnity

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

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Medical Lead in the first instance. If they cannot resolve the matter, they will direct parents to the Centre's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing body annually.

Links to other policies

This policy links to the following policies:

- Accessibility policy
- Complaints
- Equality
- First aid
- Health and safety
- Safeguarding

Appendix 1: Being notified a child has a medical condition

