



Medical Conditions Policy

Board Approved Date	July 2026
Version	1.5
Author Initials	MS/ZW
Review Date	July 2027

(This policy supersedes all previous Medical Conditions policies)

Amendments

Policy Date	New Version Number	Summary of change	Comments
July 2019	v.1.1	Reviewed at Board	
July 2021	v.1	Reviewed at Board – Formatting changes made	
July 2022	v.1	Reviewed at Board	
July 2023	v.1.2	Reviewed by Board	
July 2024	v.1.3	Reviewed by Board	
July 2025	v.1.4	Reviewed by Board	
July 2026	V1.5	Amended and updated in line with legislation	

MEDICAL CONDITIONS

1.0 Policy Statement

- 1.1 Education South West (ESW) is committed to ensuring that all pupils with medical conditions across its academies are supported to fully access education, remain safe, and feel included within their learning environments.
- 1.2 The Trust adopts a proactive, inclusive approach to removing barriers so that pupils with medical conditions can participate in all aspects of school life. This policy sets out the Trust-wide expectations and minimum standards. Individual schools will implement local procedures in line with this policy.

2.0 Scope

- 2.1 This policy applies to:
- All schools within the Trust;
 - All pupils, staff, governors and volunteers;
 - All on-site and off-site activities, including trips and extended provision.
- 2.2 The policy covers all medical conditions, including long-term and chronic conditions, fluctuating or invisible conditions as well as conditions requiring emergency intervention.

3.0 Legal Framework

- 3.1 The Trust operates in accordance with:
- Children and Families Act 2014 (Section 100 duty)
 - Equality Act 2010 (reasonable adjustments)
 - Health and Safety at Work Act 1974
 - Education Act 2002 (safeguarding duties)
 - SEND Code of Practice (0–25)
- 3.2 All schools within the Trust will “have regard to” the statutory guidance when supporting pupils with medical conditions.

4.0 Trust Governance and Responsibilities

- 4.1 **The Trust Board** will ensure a Trust-wide policy is in place and reviewed annually. It will appoint a designated Trustee for medical conditions and hold all Trust schools to account for implementation of the policy. Specifically the Trust require:
- **The Chief Executive Officer (CEO) and Executive Leaders** of ESW provide strategic oversight and assurance and will ensure the consistent implementation of the policy across all Trust schools.
 - **Head teachers and Senior Leaders** within each school ensure implementation of the policy, ensure staff are trained and aware of their responsibilities, ensure Individual Healthcare Plans (IHPs) are in place as

well as ensure inclusive practice is embedded.

- **Staff** within each school understand and follow this policy, support pupils in line with IHPs and respond appropriately in any emergencies.
- **Parents/carers** ensure that they provide accurate medical information to their child's school. They will participate in care planning and supply medication and consent.
- **Pupils** attending Trust schools be involved in decisions where it is appropriate. They will take increasing responsibility for managing their condition where it is safe to do so.

4.7 Named medical conditions leads at each school can be found in Appendix 2.

5.0 Identification of Medical Needs and Support

5.1 The Trust will ensure that all ESW schools:

- Maintain an up-to-date register of pupils with medical conditions;
- Ensure information is gathered on admission and updated regularly;
- Put support arrangements in place promptly;
- Not delay support pending formal diagnosis.

6.0 Individual Healthcare Plans (IHPs)

6.1 All schools will ensure that an IHP is in place where required, particularly where:

- Medication is needed in school;
- There is a risk of emergency intervention;
- Adjustments are required to access education.

6.2 IHPs will be developed with parents, the pupil, and healthcare professionals. They will be shared with relevant staff, updated following an incident or if there are changes in a pupil's needs. All IHPs are reviewed annually or sooner if needed.

6.3 IHPs must include:

- Medical condition details, triggers and symptoms;
- Medication and treatment arrangements;
- Emergency response procedures;
- Roles and responsibilities of staff;
- Impact on learning and wellbeing.

6.4 Please refer to Appendix 1 for template IHP.

7.0 Staff Training

7.1 Trust schools will ensure that all staff are aware of this policy. Schools will:

- Provide induction training on medical conditions;
- Ensure all staff understand their responsibilities;
- Deliver role-specific training for staff supporting IHPs;
- Refresh training regularly (minimum annually).

8.0 Medication Management

- 8.1 Where clinically possible, medicines (including controlled drugs) should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines should only be administered while a pupil is at a Trust school when it would be detrimental to their health or school attendance not to do so.
- 8.2 Trust schools will ensure that pupils can access any required medication and support self-administration where appropriate. All medications will be stored safely but accessibly. Each school will maintain accurate records of administration and obtain the necessary parental consent.
- 8.3 Schools may administer controlled drugs where they have been prescribed to a child or young person. There are no specific requirements for their storage under the Misuse of Drugs (Safe Custody) Regulations 1973.
- 8.4 Non-prescription or over-the-counter medication does not require the authorisation of a GP. It is appropriate for non-prescription or over-the-counter medicines to be administered by a member of staff in the school, or be self-administered by the child or young person, following written permission by the parents.
- 8.5 The Trust and its schools will ensure:
- Children under 16 are not given prescription or non-prescription medicines without written consent from their parent/carer, except in exceptional circumstances.
 - A child under 16 is never given medicine containing aspirin unless prescribed by a doctor.
 - Medication (for example for pain relief) should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- 8.6 Emergency medication held by each school (e.g. inhalers, adrenaline auto-injectors) will always be readily available.

9.0 Emergency Procedures

- 9.1 The Trust requires all schools to:
- Have clear, written emergency procedures;
 - Ensure all staff can recognise symptoms requiring urgent action;
 - Ensure rapid access to emergency medication;
 - Contact emergency services where necessary.
- 9.2 In life-threatening situations, staff are expected to act to save life and are protected when acting in good faith.
- 9.3 Each of the Trust schools has a minimum of one defibrillator on site that is checked regularly to ensure it is ready to use in an emergency situation.
- 9.4 An example emergency procedure can be found in Appendix 3; however it is

recognised that a pupil's medical condition may mean a specific emergency procedure is required for that child and this will be detailed in their IHP.

10.0 Inclusion and Equal Access

10.1 ESW schools will ensure that pupils with medical conditions participate fully in school life. This will include carrying out risk assessments for trips and visits, making reasonable adjustments where required and avoiding unnecessary exclusion from any activity.

10.2 Pupils must not be disadvantaged due to their medical condition.

11.0 Supporting Wellbeing

11.1 All schools within the Trust will promote positive mental health and wellbeing. This will include preventing and responding to bullying linked to medical conditions. The Trust recognises that pupils with medical conditions are at higher risk of anxiety, isolation and absence. Therefore, all schools will support pupils returning from absence and work collaboratively with families.

12.0 Incident Management, Reporting and Record Keeping

12.1 All serious incidents and near misses will be recorded using the school's accident/incident reporting system. Incidents will be reported to Senior Leaders and parents informed promptly. Following an incident, procedures will be reviewed and updated where necessary including reviewing a pupil's IHP.

13.0 Unacceptable Practice

13.1 It is unacceptable to:

- Prevent access to medication;
- Ignore medical advice or parental input;
- Penalise attendance linked to medical conditions;
- Exclude pupils from activities unnecessarily;
- Rely on parents to provide routine medical support in school.

13.2 Parents/carers may raise concerns through the school's/Trust complaints procedure. Complaints relating to medical conditions will be investigated promptly.

14.0 Monitoring and Review

14.1 This policy will be reviewed annually by the Trust.

15.0 Linked Policies

- Safeguarding Policy
- SEND Policy
- Health & Safety Policy
- Attendance Policy
- Allergy Safety Policy

APPENDIX 1

Example Individual Health Care Plan

Name of school/establishment	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review Date	
Family Contact Information	
<i>Name/relationship to child</i>	
Phone number (work)	
Phone number (home)	
Mobile	
<i>Name/relationship to child</i>	
Phone number (work)	
Phone number (home)	
Mobile	

Clinic/hospital contact details	
Name	
Phone Number	
GP Details	
Name	
Phone Number	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.	
Name of medication, dose method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the pupil's education, social and emotional needs	
Arrangements for school visits/trips, etc.	
Other information	
Describe what constitutes an emergency and the action to take if this occurs	
Who is responsible in an emergency (<i>state if different for off-site activities</i>)	
Plan developed with	
Staff training needed/undertaken - who, what when?	
Form copied to	

APPENDIX 2

Medical Conditions Leads at Trust Schools

SCHOOL	ALLERGY LEAD
Blackawton Primary School	
Christow Primary School	
Coombeshead Academy	
Dartmouth Academy	
East Allington Primary School	
King Edward VI Community College	
Kingsbridge Community College	
Kingsbridge Primary School	
Kingsteignton Primary School	
Rydon Primary School	
South Devon UTC	
Stoke Fleming Primary School	
Teign School	
Wynstream Primary School	

APPENDIX 3

Example Emergency Procedure

This procedure provides guidance for managing medical emergencies involving pupils, staff, or visitors with known or suspected medical conditions.

In any medical emergency:



STOP

- Stay calm and assess the situation.
- Ensure the area is safe.
- Call for a qualified first aider.



THINK

- Follow the individual's Healthcare Plan where available.
- Administer emergency medication if trained and authorised to do so.



ACT

- Call 999 immediately if:
 - The person is unconscious.
 - Breathing is difficult or absent.
 - Seizure lasts longer than 5 minutes.
 - Anaphylaxis is suspected.
 - Serious injury or deterioration occurs.
- Inform the Headteacher or designated senior leader.
- Contact parents/carers as soon as practicable.

*Record the incident using the school's accident/incident reporting system.
Review the incident and update care plans if necessary*