



## King's Group Academies

# SUPPORT OF CHILDREN WITH MEDICAL CONDITIONS POLICY

Approved by:	Trustees	Date:	June 2026
Maintained by:	Safeguarding Forum	Next review due:	June 2027



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## 1. Policy Statement

King's Group Academies is committed to ensuring that pupils with medical conditions receive appropriate support so that they can access education fully, participate in all aspects of academy life and achieve their full potential. Pupils' health needs may change over time and this policy sets out the trust-wide framework. Each academy will personalise via an Local Information Form to reflect its setting.

## 2. Legal Framework and Scope

This policy applies to all pupils at all KGA academies (Nursery, Primary, Secondary and Sixth Form), during academy hours, during off-site visits and activities, during before- and after-academy provision, and to transport arrangements where organised by the academy. This policy is written in accordance with:

- The duty under section 100 of the Children and Families Act 2014 is to make arrangements to support pupils with medical conditions.
- The DfE statutory guidance [Supporting pupils at school with medical conditions](#)
- The Equality Act 2010: some children with medical conditions will be covered by the definition of disability and the academy must comply with equality duties.
- Where children have Special Educational Needs and/or an Education, Health and Care (EHC) Plan, that will be taken into account.

## 3. Aims

This policy has the following aims:

- To ensure that pupils with medical conditions are supported so that they can attend regularly and participate fully in academy life.
- To ensure that all staff, governors, parents/carers and pupils understand the trust's approach to supporting pupils with medical conditions.
- To ensure that individual healthcare plans (IHPs) are developed, implemented and regularly reviewed when required.
- To ensure that arrangements are in place for the safe administration of medication, and for the support of medical procedures.
- To ensure that staff receive suitable training for the support they provide.
- To ensure that risk assessments and contingency planning (including for off-site activities, residential visits and emergency situations) are in place.
- To ensure that pupils are included in all aspects of academy life, with reasonable adjustments made as necessary

## 4. Roles and Responsibilities

### 4.1 Trust Board

- Ensure the policy is in place and that each academy has arrangements to meet its statutory duty.
- Ensure that insurance arrangements are appropriate and cover staff supporting pupils with medical conditions.

### 4.2 Executive Leadership (Trust) / Local Governing Body

- Ensure that this policy is communicated, implemented and monitored across academies.
- Ensure that each academy adds its own Local Information Form reflecting site-specific arrangements.
- Ensure that sufficient resources and training are provided.



### **4.3 Executive Headteacher / Executive Principal / Headteacher / Principal**

- Lead the implementation of this policy in their academy.
- Ensure that all staff are aware of and understand the policy.
- Ensure that sufficient trained staff are available to deliver support, including in contingency/emergencies.
- Ensure that IHPs are drawn up in collaboration with parents/carers, health professionals and the pupil (where appropriate).
- Ensure that the pupil's condition is communicated appropriately to staff who need to know.
- Ensure that staff are appropriately insured and that the academy is aware of the insurance cover.

### **4.4 Staff**

- All staff who have responsibility for supporting a pupil with a medical condition must receive appropriate training and achieve competency before undertaking that role.
- Any member of staff may be asked to support a pupil with a medical condition (although they cannot be required to do so).
- Staff should familiarise themselves with individual pupils' IHPs and know what to do in an emergency.
- Staff should follow the academy's procedures for administering medicines and for supporting medical procedures.

### **4.5 Parents/Carers**

- Provide the academy with up-to-date information about their child's medical condition and medication.
- Participate actively in the development and review of IHPs.
- Provide medicines and equipment as agreed in the IHP.
- Ensure that they, or a nominated adult, can be contacted at all times.

### **4.6 Pupils**

- Where competent, pupils are encouraged to take responsibility for managing their own medicines and procedures (self-management) and to participate in decisions about their support.
- Pupils should treat others with and without medical conditions equally and sensitively.

### **4.7 Health Professionals & Other Agencies**

- Work collaboratively with the academy, providing advice and training as appropriate. [GOV.UK](http://GOV.UK)
- Contribute to the development and review of IHPs.

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

**5.1** Each academy will adopt a process for drawing up, implementing and reviewing IHPs (see Local Information Form for templates).

**5.2** IHPs should be developed for pupils with medical conditions that are life-threatening or complex, or where frequent intervention/support is required (e.g., insulin management, severe asthma, epilepsy, anaphylaxis).

**5.3** The IHP should include:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs (educational, social, emotional) and support required.



- The staff training required and who will provide it.
- The level of support needed, and whether the pupil can self-manage. Arrangements for medicines storage, administration and record-keeping.
- Emergency procedures.
- Off-site activities and risk assessment arrangements.
- Review date and changes in condition.

5.4 The IHP should be reviewed at least annually or earlier if there is a change in the pupil's condition or circumstances.

5.5 IHPs should be accessible to relevant staff, while maintaining confidentiality.

## 6. Managing Medicines and Procedures

6.1 The administration of medicines or performance of medical procedures during academy hours is a key part of support arrangements and must be managed safely.

6.2 Where possible, medicines should be prescribed in dose frequencies that allow them to be taken outside normal open hours.

6.3 Only suitably trained staff should administer medicines or carry out procedures. Staff must have had training and show competence.

6.4 The academy will only accept medicines that are:

- Clearly labelled, in the original container as dispensed by a pharmacy (except in cases such as insulin).
- In-date.
- Accompanied by the parental consent form (or equivalent) unless exceptional circumstances apply.

6.5 The academy will keep a record of all medicines administered to pupils

6.6 Storage of medicines:

- Medicines should be stored safely, according to instructions and accessible when required (including off-site).
- Controlled drugs must be locked securely, with named staff having access, yet still accessible in an emergency.

6.7 Self-management: where pupils are competent, the academy will allow them to manage their own medicine (e.g., carry an inhaler), and the IHP will document supervision as necessary.

6.8 Disposal: unused or out-of-date medicines will be returned to parents/carers for safe disposal. Sharps must be disposed of in appropriate containers.

6.9 Unacceptable practice: The policy should list practices that are unacceptable (for example, sending a child home because of their medical condition, preventing them from eating, drinking or taking toilet breaks when needed).

## 7. Risk Assessment, Off-Site Visits and Physical Activities

7.1 The academy will ensure that pupils with medical conditions are included in such activities and that reasonable adjustments are made so they can participate safely.

7.2 Before any off-site visit or residential: the academy will carry out a risk assessment in relation to any pupil with medical conditions, consulting parents/carers and health professionals.

7.3 Staff leading activities must be informed of any medical conditions of pupils participating.

7.4 Emergency procedures should be included within the risk assessment and IHP.



## **8. Training and Staff Awareness**

- 8.1** The academy will provide training for staff who support pupils with medical conditions. The relevant healthcare professional will lead on identifying training needs and confirming competence.
- 8.2** Training will be updated as necessary and at least when there is a change in the pupil's condition or support required.
- 8.3** All staff will receive awareness training of the academy's policy and procedures and know what to do in an emergency.
- 8.4** Induction procedures will include this policy and any relevant information about pupils with medical conditions.

## **9. Communication and Information Sharing**

- 9.1** The academy will ensure that information about a pupil's medical condition is shared appropriately and confidentially with staff who need to know.
- 9.2** The academy will take parental/carer and pupil views into account when implementing support arrangements.
- 9.3** Records (such as IHPs, medicines administration) will be kept securely and access to them controlled.
- 9.4** The policy and IHPs will be made available to parents/carers, staff and pupils (as relevant) in accessible formats.

## **10. Attendance, Absence and Reintegration**

- 10.1** Pupils with medical conditions may have increased absence. The academy will work with parents/carers, health professionals and other agencies to minimise disruption and support reintegration into full education at the earliest opportunity.
- 10.2** Where absence is longer-term the academy will liaise with other agencies (e.g., the local authority's medical provision) to ensure the pupil receives suitable education.
- 10.3** On reintegration, the academy will make reasonable adjustments (e.g., phased return, catch-up support) and review the IHP accordingly.

## **11. Insurance, Liability and Complaints**

- 11.1** The Trust ensures that appropriate insurance arrangements are in place to cover staff supporting pupils with medical conditions. Proprietors of academies must ensure that either the academy is covered by the DfE's Risk Protection Arrangement (RPA) or equivalent.
- 11.2** The policy will include a clear route for parents/carers, pupils or staff to raise concerns or make complaints about the support provided.
- 11.3** Any incident or error in administering medicines or support must be recorded, reported and reviewed.

## **12. Monitoring and Review**

- 12.1** The Trust will monitor implementation of this policy and each academy will report annually to the Trust on the effectiveness of arrangements (for example, number of IHPs in place, training undertaken, incidents, audits).
- 12.2** This policy will be reviewed by the Trust at least every two years (or sooner if there is a change in legislation or guidance). Each academy Local Information Form will also be reviewed on the same cycle.
- 12.3** Feedback from parents/carers, pupils, staff and health professionals will be used to inform the review.

## **13. Local Information Form**



Each academy will attach:

- The academy-specific Local Information Form (to include contact details of lead staff, storage locations of medicines, site-specific emergency arrangements, local health service contact, etc.).
- Templates for IHPs, parental consent, medicines administration record, etc.



## [Insert Academy Name] Local Information Form

### General Information

**Academy Lead for this Policy:** [Insert Name/Role, e.g., SENCo, Careers Leader, or Attendance Lead].

**Date Approved by Local Governing Body (LGB):** [Insert Date].

**Next Review Date:** [Insert Date — usually annually or every three years depending on the policy].

### Academic Year: 2026/2027

This document forms the academy-specific Local Information Form to the trust-wide KGA Support of Children with Medical Conditions Policy. It outlines the site-specific staffing, local healthcare contacts, medication storage protocols, and operational workflows unique to our academy.

### Key Academy Contacts & Roles

Role	Name	Contact Details (Email/Ext.)
Academy Policy Lead	[Insert Name/Role, e.g., Assistant Head / SENDCo]	[Insert Details]
Designated Medical/First Aid Lead	[Insert Name/Role]	[Insert Details]
First Aid Team Members	[Insert Names/Roles]	[Insert Details]
Local School Nursing Team Contact	[Insert NHS Trust / Nurse Name]	[Insert Phone/Email]

### On-Site Medication Storage Protocols

Medicines at the academy are stored safely, instructions are strictly adhered to, and items remain completely accessible when required.

- General Prescribed Medications: Stored securely in [Insert Location, e.g., the Medical Room locked cabinet].
- Controlled Drugs (CDs): Maintained in a locked, secure facility in [Insert Location, e.g., Main Office Safe], with access restricted to named authorized staff while remaining accessible in a medical emergency.
- Emergency Auto-Injectors & Inhalers: Stored globally to ensure immediate, unhindered access in [Insert Location, e.g., clearly labelled wall brackets in the Staff Room and Main Reception].
- Self-Management: Where competent and documented within their Individual Healthcare Plan (IHP), pupils are permitted to carry their own emergency medication (e.g., asthma inhalers, adrenaline auto-injectors).



## Site-Specific Emergency Procedures

In the event of a medical emergency, staff must follow the academy's localized response workflow:

1. Immediate Assessment: The staff member on the scene assesses the situation, stays with the pupil, and immediately alerts the Designated Medical Lead or a qualified First Aider.
2. Emergency Services (999): If an ambulance is required, [Insert Role, e.g., the School Secretary / Main Receptionist] will dial 999, providing the operator with the academy's exact address, entry gate details, and precise grid directions to the casualty.
3. Parental Notification: The [Insert Role, e.g., Headyear Leader / Attendance Officer] will immediately call the numbers listed on the pupil's emergency contact file.
4. Site Access Management: [Insert Role, e.g., Premises Manager / Site Team] will instantly clear the school gates, open emergency access routes, and guide the ambulance crew directly to the location of the incident.

## Local Individual Healthcare Plan (IHP) Process

The academy adopts a co-ordinated approach to creating, distributing, and reviewing IHPs for pupils with life-threatening, complex, or high-intervention medical needs.

## Localised Unacceptable Practices

To ensure compliance with KGA Trust standards and safeguard pupil wellbeing, staff at this academy must never engage in the following unacceptable practices:

- Sending a child home due to their medical condition, or isolating them from peers without strict medical justification.
- Preventing pupils from eating, drinking, or taking necessary toilet breaks when needed to manage their health.
- Penalizing a pupil for poor attendance if their absences are directly linked to a documented, verified medical condition.
- Forcing parents, or making parents feel obliged, to attend the academy to administer medication or manage a child's hygiene needs.

## Staff Training Matrix & Competency Verification

Only staff who are suitably trained and have demonstrated absolute competency are permitted to administer medicines or support specific medical procedures.

Training Module	Delivery Provider	Renewal Frequency	Staff Attending / Roles
First Aid at Work (FAW)	[Insert Provider]	Every 3 Years	[Insert Names/Roles]
Anaphylaxis & Auto-Injector	[Insert NHS/Provider]	Annual	All Staff (Whole-School)
Diabetes / Insulin Management	[Insert NHS Trust]	Annual / Case-by-Case	[Insert Designated Staff]



Epilepsy / Buccal Midazolam	[Insert NHS Trust]	Annual Case-by-Case	/	[Insert Designated Staff]
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### Local Complaints Route

If parents/carers or pupils are unsatisfied with the medical support provided on-site, they should pursue the following clear resolution route:

- Informal: Contact the Academy Policy Lead via the main school office to discuss adjustments to the current IHP.
- Formal: If unresolved, submit a formal written complaint to the Headteacher / Principal in line with the academy's Complaints Policy.
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### Appendices: Standard Administration Templates

The following standard operational forms are attached to this Local Information Form and must be utilised across the academy:

- Appendix A: Individual Healthcare Plan (IHP) Template
- Appendix B: Parental Consent Form for the Administration of Medication
- Appendix C: Academy Record of Medicines Administered to All Pupils
- Appendix D: Staff Training Log and Competency Sign-Off Sheet