



# HIDELOW GRANGE SCHOOL

## Supporting Pupils with Medical Conditions Policy

<b>Approved by:</b>	B. Neasom, Headteacher
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<b>Named person responsible for implementation:</b>	B. Neasom, Headteacher

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### 1. Aims

At Hidelow Grange School we understand that medical conditions requiring support at school can affect quality of life and may in some cases 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 or carers understand how Hidelow Grange 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 Individual Healthcare Plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents and carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is B. Neasom (Headteacher). Day-to-day responsibility for the development and monitoring of IHPs is delegated to J. Smith (Deputy Headteacher).

## 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 from the Department for Education (DfE).

## 3. Roles and responsibilities

### 3.1 The governing body and proprietor

The governing body and proprietor have ultimate responsibility for making arrangements to support pupils with medical conditions. They will:

- Review this policy in a timely manner, in line with 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 in regard to pupils with medical conditions, in line with this policy

The governing body and proprietor delegate the day-to-day implementation of this policy to B. Neasom (Headteacher).

### 3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure there is a sufficient number of trained staff available to implement this policy and deliver against all IHPs, including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a pupil's condition
- Take overall responsibility for the development and monitoring of IHPs
- 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 activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse
- Make sure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date

### 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.

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.

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.

Given the SEMH profile of pupils at Hidelow Grange School, staff are also mindful that medical conditions — including those affecting physical health, sleep, appetite, regulation and sensory processing — may interact with or present alongside SEMH needs. Staff take a holistic view and do not dismiss physical presentations as solely behavioural.

### 3.4 Parents and carers

Parents and 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 IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, including providing medicines and equipment, and ensuring they or another nominated adult are contactable at all times

### 3.5 Pupils

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

For pupils at Hidelow Grange School, engagement in this process is approached in a trauma-responsive, pupil-centred way, recognising that some pupils may have limited experience of having their health needs taken seriously and may need additional support to participate.

### 3.6 Placing authorities and social workers

For looked-after pupils, the school liaises closely with the placing authority and allocated social worker when developing or reviewing IHPs. Medical information held in care plans or the Personal Education Plan (PEP) is used to inform IHP development. Any significant changes to a pupil's medical needs are communicated to the placing authority and social worker without delay.

### 3.7 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school, wherever possible before the pupil starts. They may also support staff to implement a pupil's IHP.

Healthcare professionals, including GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## 4. Equal opportunities

Hidelow Grange School adheres to its legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupil. The school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits and in sporting and enrichment activities, and will 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. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure inclusion. Pupils, their parents or carers, social workers where appropriate, and relevant healthcare professionals will be consulted in this process.

## 5. Being notified that a pupil has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school. For looked-after pupils, IHP development is coordinated with the PEP review cycle wherever possible.

Parents and carers are asked to proactively inform us by telephone (01886 884832) or email (benjamin.neasom@caretech-uk.com) if their child's medical needs change during the school year.

## 6. Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. Day-to-day responsibility has been delegated to J. Smith (Deputy Headteacher).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed, including after a significant medical event, hospitalisation or change in diagnosis.

Plans will be developed with the pupil's best interests in mind and will set out what needs to be done, when, and by whom. Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents or carers when an IHP would be inappropriate or disproportionate, 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 or carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has special educational needs 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 pupil's condition and how much support is needed. IHPs will include:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed, requirements for extra time in examinations, use of rest periods, and additional support in catching up with lessons
- The level of support needed, including in emergencies, and whether the pupil is self-managing their medication
- Who will provide support, their training needs, expectations of their role and confirmation of proficiency from a healthcare professional, and cover arrangements when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Written permission from parents or carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements for school trips or other activities outside the normal school timetable
- Confidentiality arrangements where raised by the parent, carer or pupil
- What to do in an emergency, including who to contact and contingency arrangements

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so, and where we have parents' or carers' written consent. The person administering the medicine will keep a written record. Parents or carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school 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 school will accept insulin inside an insulin pen or pump rather than its original container, provided it is in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and will 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 and not locked away.

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

## 7.1 Controlled drugs

Controlled drugs are prescription medicines controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office, with only named staff having access. Controlled drugs will be easily accessible in an emergency and a record of doses used and the amount held will be kept.

## 7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents or carers and reflected in their IHPs. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. IHPs will include a procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

For pupils at Hidelow Grange School, where SEMH needs may affect a pupil's ability or willingness to self-manage medication, this is addressed explicitly in the IHP with agreed strategies and escalation routes.

## 7.3 Unacceptable practice

Although staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, the following are not acceptable practice:

- Preventing pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assuming that every pupil with the same condition requires the same treatment
- Ignoring the views of the pupil or their parents or carers
- Ignoring medical evidence or professional opinion
- Sending pupils with medical conditions home frequently for reasons associated with their medical condition, or preventing them from staying for normal school activities, unless specified in their IHP
- Sending an ill pupil to the school office unaccompanied or with someone unsuitable
- Penalising pupils for their attendance record if their absences are related to their medical condition
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents or carers to attend school to administer medication or provide medical support to their pupil
- Preventing pupils from participating, or creating unnecessary barriers to participation in any aspect of school life, including school trips
- Administering, or asking pupils to administer, medicine in school toilets

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures, including calling 999 where required. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do, including named contacts and any specific instructions from healthcare professionals.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent, carer or other appropriate adult arrives, or will accompany the pupil to hospital by ambulance. The social worker and placing authority will be notified without delay for any looked-after pupil who requires hospital attendance.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. Training needs are identified during the development or review of IHPs, and staff who provide support to pupils with medical conditions are 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 Headteacher. 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 pupils
- Fulfil the requirements set out in IHPs
- Help staff to have an understanding of specific medical conditions, 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, including with preventative and emergency measures. This will be provided for new staff during their induction.

## 10. Record keeping

Written records are kept of all medicine administered to pupils. Parents or carers will be informed if their child has been unwell at school. IHPs are kept in a readily accessible place that all relevant staff are aware of, stored securely on the school's system.

For looked-after pupils, relevant medical information is also included in the PEP and shared with the placing authority as part of the regular review cycle.

## 11. Liability and indemnity

Hidelow Grange School, operating under CareTech Community Services Ltd, ensures that the appropriate level of insurance is in place and reflects the school's level of risk. Insurance arrangements cover staff providing support to pupils with medical conditions, including the administration of medication. Individual cover arrangements are made where required for specific healthcare procedures. Staff are made aware that they are insured to support pupils in this way.

## 12. Complaints

Parents or carers with a complaint about the school's actions in regard to their child's medical condition should discuss this directly with the Headteacher (B. Neasom) in the first instance. If the Headteacher cannot resolve the matter, parents or carers will be directed to the school's complaints procedure.

## 13. Monitoring arrangements

This policy will be monitored by the Headteacher and reviewed annually by the governing body and proprietor. It will be updated sooner if there are changes to legislation, guidance or the medical needs of the pupil population.

## **14. Links to other policies**

This policy links to the following school policies:

- Accessibility Plan
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs Information Report and Policy
- Educational Visits Policy
- Risk Assessment and Management Policy
- Administration of Medication Policy

## Appendix 1: Being notified a pupil has a medical condition

The following process is followed whenever Hidelow Grange School is notified that a pupil has a medical condition.

<b>School is notified a pupil has a medical condition</b>	Notification may come from a parent or carer, a healthcare professional (e.g. school nurse, GP, paediatrician), or from the pupil themselves.
<b>Does the pupil need an Individual Healthcare Plan (IHP)?</b>	The Headteacher considers whether the pupil's medical condition is sufficiently complex or impacts their school life enough to require a formal IHP. This decision is made in consultation with parents or carers and relevant healthcare professionals.
<b>Yes — develop an IHP</b>	The Headteacher, parents or carers and a relevant healthcare professional work together to develop the IHP within 2 weeks of notification (or before the start of a new term for new pupils). The pupil is involved wherever appropriate.
<b>No — record and monitor</b>	The school records the medical condition and ensures all relevant staff are informed. The decision not to create an IHP is documented, and the situation is monitored in case needs change.
<b>IHP implemented and shared</b>	All staff who need to know are informed of the pupil's condition and the support required. The IHP is stored accessibly on the school's system and reviewed at least annually or sooner if needs change.
<b>Annual review</b>	The IHP is reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed, including after a significant medical event.

## Appendix 2: Procedures for pupils who are sick or infectious

Pupils who have an infectious disease should not attend school. Parents and carers must notify the school if their child has an infectious disease. The school's main telephone number is 01886 884832.

### If a pupil becomes unwell during the school day

If a pupil becomes unwell during the day — for example, they have a temperature, sickness, diarrhoea or stomach pains — the parents or carers (and placing authority or social worker for looked-after pupils) will be contacted to collect their child. Pupils will not be left alone and will be supervised in a quiet, comfortable space until collected.

Pupils with a temperature, sickness, diarrhoea or an infectious disease should not return to school while they are unwell. Depending on the illness, staff may ask parents or carers to take their child to a doctor before they return. Staff will notify parents and carers if a risk to other pupils exists.

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion table will not be allowed to return to school until the appropriate exclusion period has passed.

### Preventing the spread of infection

The school takes the following steps to prevent the spread of infection:

- Good hygiene practices, including regular and thorough handwashing routines supported throughout the school day
- Reducing or eliminating sources of infection wherever possible
- Encouraging and facilitating healthy eating
- Ensuring regulated food hygiene standards are maintained in food preparation areas
- Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection, while recognising the individual's right to choose
- Prompt communication to parents and carers when a communicable illness is identified in the school community

The Headteacher liaises with the school nursing service and Herefordshire Council public health team as needed when a communicable disease is identified among pupils or staff.