



Name of Policy:	Supporting Pupils with Medical Conditions Policy (for the whole school including EYFS)
GHS Policy Number:	82
ISI Regulation:	
Linked Policies:	Allergy Safety Procedures for Administering Medicine in School First Aid Health and Safety Induction Risk Assessment Safeguarding
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Introduction

This policy sets out Garden House School's aims and procedures to effectively support pupils with medical conditions, in terms of both physical and mental health, to enable pupils to have a full and active role in school life, remain healthy, feel valued and safe and achieve their academic potential. This policy is written in due regard to the DfE's statutory guidance, *Supporting Pupils at School with Medical Conditions*. This policy is also written in conjunction with the school's Allergy Safety Policy.

The Head Teacher must ensure that an Individual Health Care Plan (IHCP) is in place for each pupil with a medical condition, where one is required. To ensure that no child is prevented from accessing education for medical related reasons, consult with health and social care professionals and the child and parents to ensure the needs of the child with medical conditions is properly understood and effectively supported.

The policy sets out how the school will support children with medical conditions such as diabetes, asthma, epilepsy or any other medical condition which may require support to ensure access to full education including school trips and sporting activities.

The school is committed to being inclusive for all children, staff and visitors with medical conditions.

1. Definitions

A medical condition is a specific physical or mental health issue or illness that can be diagnosed by healthcare professionals based on symptoms, tests, or examination. These conditions, which include chronic diseases, require management or treatment and can affect an individual's functioning.

2. Procedure

Garden House School has clear procedures in place and they are as follows:

- The school receives notification that a pupil has a medical condition. This could be at the point of admission to the school or a current pupil receiving a diagnosis of a medical condition.
- The Head of First Aid will process new pupils' information, and they will inform the relevant Head promptly of any medical conditions that have been listed on the admissions paperwork for a child.
- The Head retains overall responsibility for supporting pupils with medical conditions, but may delegate day-to-day responsibilities to competent staff members to ensure that Individual Healthcare Plans (IHCPs) are accurately developed, implemented and monitored.
- The Head of First Aid co-ordinates a meeting with the parents, Head, Head of First Aid, SENDCo (if applicable), Form Teacher, , Health & Safety Co-ordinator and relevant health care professional/s involved in the child's care to discuss the child's health care needs.
- An Individual Health Care Plan (IHCP) is then agreed, and the Head ensures that specific staff are nominated to deliver the care required.
- Health and Safety Co-ordinator writes up the agreed Individual Health Care Plan.
- The IHCP may identify training needs for the nominated staff to ensure that they can meet the child's medical needs competently. Booking the training may be delegated to an appropriate staff member such as the Head of First Aid.
- Arrangements must be in place in time for the start of the term for a new child joining the school.
- Current children receiving a new diagnosis or a child joining the school mid-term, the school must ensure arrangements are put in place within two weeks.

- Individual Health Care Plans must be referred to by staff when they are planning teaching and should be regularly monitored. All staff involved in the teaching and support of a child are made aware of their medical condition and the Individual Health Care Plan (IHCP), with due regard to the child's right to confidentiality. These staff must be listed at the end of the IHCP.
- Staff who are responsible for the child's care must be listed in the IHCP and must include which staff will cover if a staff member/s are absent.
- The IHCP defines what constitutes a medical emergency and what action should be taken.
- The Head must ensure plans are reviewed whenever a child's circumstances change and at least annually.
- The Head must ensure that planning for the support of children with medical conditions is included in risk assessments for activities outside of the normal timetable, such as school trips.
- Staff should work collaboratively with health professionals, including child's GP to support the child's medical condition.
- Staff work collaboratively with other educational services, including home tuition services, to support a child who has had a long-term absence from school caused by their medical condition.
- The Head must ensure that medication arrangements are put in place that comply with the statutory guidance and work with the Head of First Aid to do so. Also, to support where possible, the self-care of a child under supervision.
- The Head of First Aid must ensure a medicine consent form is completed and added to EVOLVE and the IHCP.
- Medication must be recorded on EVOLVE each time medicine is administered. Completed forms must be filed with the IHCP.
- Any member of school staff who is designated to provide support to a child with a medical condition, including administration of medication, receives suitable training which is recorded in the IHCP.
- Parents are always informed of any variations and incidents, including any medical emergencies and refusal to take medication. The IHCP is carried out in collaboration with parents.
- Where a serious incident or "near miss" occurs involving a child with a medical condition (including allergy), the incident should always be reported to the Head, SLT and parents alongside any statutory reporting. Lessons should be learned, prompting a review of the relevant policies and arrangements.
- Staff must ensure they follow the school procedures and each Individual Health Care Plan for a child.
- IHCP register is stored centrally with the IHCPs.

3. Individual Health Care Plans (IHCP)

The Head ensures that the Individual Health Care Plans (IHCP) are drawn up at least annually for the start of the new academic year for all children with a medical condition that require an IHCP, particularly with long-term or complex conditions.

The Head co-ordinates a meeting to discuss the pupil's health care needs. The Head may delegate to the Head of First Aid to arrange the meeting but overall responsibility remains with the Head. The meeting should be attended by the Head Teacher, parents, Head of First Aid, SENDCo (if applicable), Form Teacher, , Health and Safety Co-ordinator and relevant health care professional/s involved in the child's care to discuss the child's health care needs. The Health Care Professional may provide written evidence for the school to consider if they are unable to attend the meeting. IHCP's must include where applicable arrangements for after school clubs,

early morning clubs and bus runs. An IHCP is agreed, and the Head ensures that the individual staff are nominated to deliver the care needed. Staff training is identified, and arrangements made to ensure staff are equipped to support the child. Relevant staff should be informed of the medical condition and any action that may need to be taken and they should be provided with a copy of the IHCP.

The aim of the IHCP is to capture the steps that Garden House School should take to help the child to manage their condition and overcome any potential barriers to getting the most from their education.

The Individual Health Care Plan should record the following:

- 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 where this is used to manage their condition, dietary requirements and environmental issues, e.g., travel time between lessons;
- specific support for the pupil'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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should 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 child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Head 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 child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

4. Meeting a Child's Needs

Children with long term and complex medical conditions may require ongoing support, medicines and care whilst at school and others may require interventions in emergency circumstances. It is important to be aware of issues that may arise from having a medical condition. A child with physical health needs may have mental health needs. Invariably for a child with a long-term medical condition, there may be social and emotional implications. Some may be bullied or develop disorders such as anxiety or depression related to their condition.

A child with serious medical conditions will often require short term absence for medical appointments or periods of illness. Others may require long term absence. All such absence must be managed to mitigate the effects on the child's education and ability to integrate with their peers. It is equally important that children should not be excluded from attendance rewards where their absence was due to a medical condition.

It is also important to be aware of the parent's common concerns which include their child falling behind with their school work because of their need for support, medication and care.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010.

Some children may have special education needs or require an Education, Health and Care (EHC) plan. Where a child has a special educational need identified in a statement or EHC plan, the IHCP should be linked to the EHC plan. For children with SEND, any individual health care plan must comply with the Special Educational Needs and Disability Code of Practice.

5. Pupils with an Allergy Action Plan and/or Asthma Action Plan

Please refer to the Allergy Safety Policy.

6. Inclusion and Safeguarding

Garden House School is committed to ensuring that all children with medical conditions, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

7. Staff Training and Support

Training must be provided to school staff who provide support to a child with medical needs and this is recorded in the Individual Health Care Plan (IHCP). Training should be sufficient and appropriate to ensure staff are competent and confident in their ability to support children with medical conditions and to fulfil the requirements set out in the Individual Health Care Plan. Training should also be reviewed and updated and reflected in the IHCP.

All staff are informed of the school's policy for supporting pupils with medical conditions and their role in implementing the policy.

8. Personal Emergency Evacuation Plan (PEEP)

Please refer to the Fire Evacuation Policy for details of the PEEP

9. Risk Assessment

Any child with an IHCP should have a risk assessment attached to this for general day to day activities. Additional Risk Assessments must be written for trips, outings and residential. Any additional Risk Assessment must be uploaded to the trip form in Evolve.

11. Complaints

The school will endeavour to support a child with medical conditions and ensure that appropriate and reasonable arrangements are in place. Should a child or parent be dissatisfied with the support provided they should discuss their concerns with the Head. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

10. Appendix A - Flowchart for developing an Individual Health Care Plan

Children joining the school - Parents inform the school of their child's medical condition.

Or

A child currently in the school is identified by the parents or health care professional that they have a medical condition or have developed a medical condition.



The Head meets the parents to discuss the circumstances and consider whether an Individual Health Care Plan is required, taking account of any advice from relevant healthcare professionals.



If the medical condition will require the school to put supportive arrangements in place, an Individual Health Care Plan should be drawn up which specifies these arrangements. The school will discuss what arrangements may be required with the parents and child (if appropriate). If the child has an Allergy or Asthma Action Plan, it will be attached to their IHCP.



IHCP is shared with parents, child and those staff who need to be aware of its contents.



School delivers the arrangements set out on the IHCP. Arrangements may require staff to be trained and/or signed off as competent to carry out procedures, with agreed review and reassessment date.



IHCP is reviewed at least annually



And

Any serious incident, "near miss" or change in circumstances (including changes in medication) triggers an automatic review of the IHP



Amended IHP is shared with the parents, child and those staff who need to be aware of its contents. School delivers the revised arrangements.

11. Appendix B - Individual Health Care Plan



INDIVIDUAL HEALTH CARE PLAN

<u>Child's Details</u>		
Name of School		<u>Child's Photo</u>
Child's Full Name		
Group/Class/Form		
Date of Birth		
Child's Full Address		
Medical Diagnosis or Condition		
Allergies or Other Medical Conditions (Provide full information)		
Date		
Review Date		

<u>Family Contact Information</u>			
Full Name		Relationship to Child	
Phone Number (Work)		Phone Number (Home)	
Phone Number (Mobile)		Email Address	
Full Name		Relationship to Child	
Phone Number (Work)		Phone Number (Home)	
Phone Number (Mobile)		Email Address	
Full Name		Relationship to Child	
Phone Number (Work)		Phone Number (Home)	
Phone Number (Mobile)		Email Address	
Full Name		Relationship to Child	
Phone Number (Work)		Phone Number (Home)	
Phone Number (Mobile)		Email Address	

Medical Contact Information	<i>(Please add all medical persons involved in the care of the child, i.e. dieticians, specialists etc. where applicable)</i>
Clinic/Hospital Name	
Clinic/Hospital Contact Person/s	
Clinic/Hospital Phone Number	
GP Name & Address	
GP Phone number	

Who is the Designated Responsible Person Providing Support in School	
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Describe Child's Medical Needs.

Provide Details of Child's Symptoms, Signs and Triggers
<u>SIGNS & SYMPTOMS (Watch for the following signs and symptoms)</u>
<u>Triggers</u>

Child's Medical Equipment or Devices	
Medical Equipment or Device	Does Child Require Support and Describe Support

Name of Medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision		
Name of Medication	Administration of medication	Administered by/Self-administered and with/without supervision

Daily Care Requirements

Specific Support for the Child's Educational, social and Emotional Needs

Arrangements for School Visits/Trips and Sports etc.

Other Information

Describe Treatment and What Constitutes an Emergency, and the Action to Take if this Occurs

Who is Responsible in an Emergency (State if different for off-site activities)

Plan developed with (List all persons involved in development of the IHCP)

Staff Training Needed/Undertaken (Provide who, what, date and review date of training)

Form Copied to (List all persons the IHCP has been provided)

Parent Name:	
Parent Signature:	
Date:	
Head Teacher:	
Head Teacher Signature:	
Date:	