Sycamore Trust
Grow together, Learn forever

Support For Pupils With Medical Conditions Policy

Applicable to: All Trust Schools

Adopted by: Trust Board

Date Adopted: May 2025

Authorised Signatory:

Mr Ian Young – Trust Leader and CEO

Mr Mark Granby – Chair of Board of Trustees

Review Period: Annually

Next Review: May 2026*

***This policy is currently waiting on delayed DfE statutory guidance following consultation in Spring 2026. This policy will be updated once published.**
Last reviewed September 2026

1. Policy Statement

1.1. Vision, mission and values

The Sycamore Church of England Trust is committed to ensuring that pupils with medical conditions have access to a fair and inclusive education. Our core values of inclusion, compassion, aspiration, resilience and excellence guide us in supporting pupils to reach their academic potential and fully participate in all aspects of school life, including trips, visits and sports. We aim to create an environment where every pupil can thrive in both their educational and personal development.

1.2. Purpose and intent

This policy aims to ensure that pupils with medical conditions receive personalised support to access education fully and equitably. It outlines clear arrangements for promoting their health, safety and wellbeing, facilitating active participation in school activities and supporting academic achievement.

This policy, and its associated procedures, reflect our legal responsibility to provide comprehensive support to pupils with medical conditions.

Definition of 'medical condition' – for the purposes of this policy, a medical condition is any illness or disability which a pupil has. It can be:

- physical or mental;
- a single episode or recurrent;
- short-term or long-term;
- relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring ongoing support, medicines or care whilst at school to help the pupil manage their condition and keep them well);
- involving medication or medical equipment;
- affecting participation in school activities or limiting access to education.

Medical conditions may change over time, in ways that cannot always be predicted.

1.3. **Roles and responsibilities**

The Trust will:

- ensure that appropriate levels of insurance are in place for staff providing support to pupils with medical conditions, including the administration of medication.

The Trust has overall responsibility for ensuring:

- that all staff (including new staff) are aware of this policy and understand their role in its implementation;
- that all members of staff know what to do and how to respond when they become aware that a pupil with a medical condition needs help;
- that there are sufficient numbers of trained staff available to implement the policy and deliver against all IHPs, including in contingency and emergency situations;
- that sufficient staff are suitably trained to meet the known medical conditions of pupils at the school;
- staff work with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required;
- IHPs are prepared where appropriate and monitored;
- all relevant staff are made aware of a pupil's medical condition and supply teachers are properly briefed;
- cover arrangements are in place in instances of staff absences/turnover to ensure that someone is always available and on site;
- risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed.

All staff

- If a pupil (regardless of whether they have an IHP) needs to be taken to hospital, a member of staff must stay with the pupil until the parent/carer arrives, or accompany a pupil taken to hospital by ambulance.

1.4. Benefits

This policy ensures pupils with medical conditions receive effective and tailored support, helping to minimise the impact of their condition on their educational progress, emotional wellbeing and overall health. By fostering strong collaboration between parents, healthcare professionals and local authorities, the policy promotes:

- a flexible approach to meeting the unique needs of each pupil;
- alignment with statutory requirements to safeguard pupil health and wellbeing; an inclusive atmosphere where all pupils feel valued and empowered to thrive.

The policy emphasises the importance of building positive relationships with relevant agencies and professionals and respecting the views of pupils and their families. This ensures that support is not only effective but also guided by those who understand the pupil's needs best.

2. Policy

2.1. Notification that a pupil has a medical condition

The pupil's parent/carer must notify the school that their child has a medical condition. Parents/carers must provide this information in writing addressed to the headteacher. If notification of a medical condition is passed onto a class teacher or another member of staff – either by the parent/carer or a disclosure made by a pupil – the member of staff receiving the notification should notify the headteacher, or someone designated by them, as soon as practicable.
A notification may also be received directly from the pupil's healthcare provider or from a school from which a child may be joining. Or the school may instigate the procedure themselves where the pupil is returning to the school after a long-term absence.

2.2. Pupils with health needs who cannot attend school

Where a pupil cannot attend school because of health needs, unless it is evident at the outset that the pupil will be absent for 15 or more days, the school will initially follow the usual process around attendance and mark the pupil as ill for the purposes of the register.

The school will provide support to pupils who are absent from school because of illness for a period shorter than 15 days. This may include providing pupils with relevant information, curriculum materials and resources.

In accordance with the Department for Education's statutory guidance, the school will notify the local authority as soon as it becomes clear that a pupil will be absent from

school for 15 days or more due to health needs, whether consecutively or cumulatively over the school year. Following this notification, the local authority will:

- take responsibility for arranging suitable full-time education for that pupil;
- arrange for this provision to be in place as soon as it is clear that the absence will last for more than 15 days.

The school will work collaboratively with the local authority, relevant medical professionals, relevant education provider, parents and, where appropriate, the pupil, to identify and meet the pupil's educational needs throughout the period of absence and to remain in touch with the pupil throughout.
When a pupil is considered well enough to return to full time education at the school, the headteacher, or someone designated by them, will develop a reintegration plan in partnership with the appropriate individuals/organisations.

2.3. **Individual healthcare plans (IHP)**

If it is determined that an IHP should be created for a pupil, it will be developed collaboratively between the school, the pupil's parents/carers, the pupil, and the relevant healthcare professional(s) who can provide expert guidance on the pupil's specific needs. This may include the school nursing service. The local authority will also be asked to contribute where the pupil accesses home-to-school transport to ensure that the authority's own transport healthcare plans are consistent with the IHP.

The IHP must clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and specific procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

Except in exceptional circumstances, or where the healthcare provider deems that they are better placed to do so, the school will take the lead in writing the plan and ensuring that it is finalised and implemented.

Where a pupil is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the IHP identifies the support the pupil will need to reintegrate effectively.

Where the pupil has a special educational need identified in an education health and care (EHC) plan, the IHP will be linked to or become part of that EHC plan.

2.4. **Administering medication**

Written permission from parents/carers is required for prescription medication to be administered by a member of staff during school hours.

Medicines will only be administered at the school when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be administered in dose frequencies which enable them to be taken outside of school hours.

If a pupil requires medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens in school, it is vital that the parent/carer advises the school accordingly, so that the process for storing and administering medication can be properly discussed.

The school will only accept medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available inside an insulin pen or a pump, rather than its original container.

It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of parents/carers to notify the academy in writing if the pupil's need for medication has ceased.