# Honywood School Supporting Learners with Medical Conditions Policy

*2026*

*Read alongside the Allergy Safety Policy and the Medical Care and First Aid Policy* | *Draft for ratification, October 2026*

## Statement of Intent

Honywood School wishes to ensure that learners with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions (December 2015), and will be updated when that guidance is replaced.

Honywood School places clear emphasis on meeting the needs of learners with SEND and all learners with medical conditions. This policy has been developed with reference to the DfE guidance above, Allergy Safety in Schools (July 2026), the Equality Act 2010, the Special Educational Needs and Disability Code of Practice (January 2015), the Education Acts 1996 and 2002, the Children Acts 1989 and 2004, and the Children and Families Act 2014.

> **Allergy.** Allergies, anaphylaxis and the school's spare adrenaline auto-injectors are covered by the separate Allergy Safety Policy, as required by the Children's Wellbeing and Schools Act 2026. Where the two policies differ on allergy, the Allergy Safety Policy applies. Coeliac disease and food intolerances are supported under this policy.

## Aims

- Learners at Honywood School with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Clear arrangements are in place to support learners with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Honywood will consult with health and social care professionals, parents/carers and learners to ensure that the needs of learners with medical conditions are effectively supported.

## Objectives

- On-going support for learners with long-term complex medical conditions is in place, monitored and reviewed.
- The school's ability to supply emergency intervention, where required, is in place.
- Staff are aware of the social and emotional implications of long-term illnesses and medical conditions, and these are planned for and supported.
- Short-term and frequent absences for learners who attend frequent medical appointments are effectively managed, and appropriate support is in place to limit the impact on the learner's attainment and emotional wellbeing. In line with the Attendance Policy, learners are not excluded from attendance rewards where their absence results from a medical condition.

# Roles and Responsibilities

## The Local Authority is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting learners with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of learners who need to be out of school for fifteen days or more due to a medical condition.

## The Governing Body is responsible for:

- The overall implementation of the Supporting Learners with Medical Conditions Policy.
- Ensuring that this policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability and sexual orientation. No learner with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Handling complaints regarding this policy as outlined in the Saffron Academy Trust Complaints Policy.
- Ensuring that all learners with medical conditions are able to participate in all aspects of school life. Governors may take into account that learners' needs may be met flexibly, often through bespoke programmes. Support must take into account the individual needs of learners and should work towards increasing the individual's confidence and ability to self-care.
- Ensuring that relevant training is delivered to staff who take on responsibility to support learners with medical conditions.
- Ensuring that information and support materials regarding supporting learners with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that the relevant staff keep written records of any and all medicines administered to individual learners.
- Ensuring that parents/carers and learners remain confident in the school's ability to provide effective support for learners with medical conditions.
- Ensuring the level of insurance in place reflects the level of risk, and that suitable risk assessments are in place for school trips, visits and other activities outside the normal timetable.
- Ensuring that either the appropriate level of insurance is in place or that the school is a member of the Department for Education's Risk Protection Arrangement (RPA).

## The designated member of the Leadership Team for Learner Wellbeing is responsible for:

- The day-to-day implementation and management of this policy, including procedures for notification that a learner has a medical condition.
- Working alongside the Cohort Leader to implement a flexible programme of study where needed. This may involve part-time attendance at school in combination with alternative provision arranged by the Local Authority. Careful consideration should also be given to how learners are reintegrated into school.
- Ensuring the policy is developed effectively with partner agencies.

- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff, and ensuring the school nursing service and other professionals are consulted where necessary. For learners with high needs or EHC plans, the SENCo or Cohort Leader will lead on this.
- Contacting the Local Authority, which has a duty to make arrangements where a learner may be away from school because of health needs for 15 days or more (consecutive or cumulative); this will be done by the Attendance Officer. A flexible learning programme may be appropriate in such circumstances.
- Making staff who need to know aware of a learner's medical condition.
- Developing and implementing Individual Healthcare Plans (IHCPs) in conjunction with medical staff and, for learners with SEND, Education, Health and Care Plans (EHCPs) in conjunction with the SENCo. The Learner Receptionist (Medical) leads on IHCPs for learners who are not categorised as SEND, liaising with the Cohort Leader. The SEND Admin Assistant leads for high-needs SEND learners or learners with an EHCP, in conjunction with the SENCo.
- Reviewing IHCPs regularly and updating them as necessary.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring that staff do not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any IHCP). Written instructions from the parent or on the pharmacist's label may be considered sufficient, at the school's discretion, taking into account the training requirements in the learner's IHCP.
- Liaising with the Allergy Safety Lead on learners whose medical needs include allergy.
- Facilitating, if necessary, the recruitment of a member of staff to deliver the requirements of this policy.

### Staff members are responsible for:

- Taking appropriate steps to support learners with medical conditions.
- Where necessary, making reasonable adjustments to include learners with medical conditions in learning sessions.
- Administering medication, if they have agreed to undertake this responsibility.
- Undertaking training to achieve the necessary competency for supporting learners with medical conditions, including emergency support such as giving adrenaline, using evacuation chairs or calling an ambulance. All staff complete annual allergy awareness and emergency response training under the Allergy Safety Policy.
- Familiarising themselves with procedures detailing how to respond when they become aware that a learner with a medical condition needs help.
- Referring learners to the Medical Room in Learner Reception if they have concerns about a learner's health or wellbeing. A learner showing signs of an allergic reaction is never sent anywhere; help and adrenaline are brought to them.

### School nurses are responsible for:

- Notifying the school when a learner has been identified as requiring support in school due to a medical condition.

- Liaising with local lead clinicians on appropriate support.

### Parents and carers are responsible for:

- Keeping the school informed about any changes to the learner's health.
- Advising the school of any medical conditions, including allergies.
- Contacting the school to discuss how medicines should be administered before bringing medication into school.
- Providing the school with the medication the learner requires and keeping it in date, including two prescribed adrenaline devices and inhalers.
- Discussing medications with the learner before asking a member of staff to administer them.
- Where necessary, developing an IHCP for the learner in collaboration with the school medical team, SENCo (for EHCPs), school nurse and healthcare professionals.

## Definitions

- **Medication** is any prescribed or over-the-counter medicine.
- **Prescription medication** is any drug or device prescribed by a doctor or other authorised prescriber.
- **Staff member** is any member of staff employed at Honywood School.

## Training of Staff

Teachers and support staff receive regular and ongoing training as part of their induction and development. Teachers and support staff who undertake responsibilities under this policy will receive First Aid training. A record of all staff who have received First Aid training and updates is maintained in the school office.

No staff member may administer drugs by injection unless they have received training in this responsibility. The exception is emergency adrenaline: in a suspected anaphylaxis, any member of staff may give adrenaline to save a life, as set out in the Allergy Safety Policy. All staff receive annual training in how to do so.

## The Role of the Learner

With the exception of inhalers and adrenaline devices (auto-injectors or nasal sprays), learners must not carry any medication on them in school. Learners prescribed adrenaline should carry both devices at all times, including to and from school.

Where appropriate, learners will be encouraged to take their own medication in the Medical Room under the supervision of a member of staff. If learners refuse to take medication or carry out a necessary procedure, parents will be informed so that alternative options can be explored.

## Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the learner, parents/carers, the medical team and medical professionals. Where this concerns a learner with a disability or an EHCP that includes medical needs, the SENCo will also be involved. All plans are developed with the learner's best interests in mind and ensure that the school assesses and manages risks to the learner's education, health and social wellbeing, and minimises disruption. A learner has a

single IHCP covering all of their conditions; for allergy, the IHCP follows the Allergy Safety Policy and attaches any Allergy or Asthma Action Plan.

Information recorded on an IHCP will follow the current DfE statutory guidance. IHCPs will be easily accessible while preserving confidentiality.

IHCPs will be reviewed at least annually or when a learner's medical circumstances change, whichever is sooner, and after any serious incident or near miss. For learners with high-needs SEND or an EHCP, the review is led by the SEND Admin Assistant with the SENCo. For other learners, the Learner Receptionist (Medical) leads, with the Cohort Leader. The SEND Admin Assistant liaises with the Learner Receptionist (Medical) to ensure low-needs SEND learners are on the correct responsibility list.

Where a learner has an EHCP, the IHCP will be linked to it or become part of it and will be reviewed as part of the EHCP annual review. For learners with SEND who do not have an EHCP, their SEND will be mentioned in their IHCP.

When a learner returns from a period of absence, the school will work with the education provider to ensure that the IHCP identifies the support the learner needs to reintegrate. The Attendance Officer will support where necessary.

## Insurance

Zurich Insurance plc indemnifies Honywood School and its employees in respect of their legal liability for accidental damage, bodily injury, death, disease or illness to any person, including liability arising out of the administration of pre-prescribed medicines, provided that all reasonable care and precautions are taken to prevent damage, accident, illness or disease.

## Complaints

Details of how to make a complaint can be found in the Saffron Academy Trust Complaints Policy.

### Policy Review

This policy was approved on [date] and is due for review in September 2027, or sooner when replacement DfE guidance on supporting pupils with medical conditions is published.