



Supporting Pupils with Medical Conditions

Supporting Pupils with Medical Conditions Policy

Contents

1. Definition and Aims
2. Legislation and Statutory Responsibilities
3. Roles and Responsibilities
4. Equal Opportunities
5. Being Notified that a Child has a Medical Condition
6. Individual Healthcare Plans (IHPs)
7. Managing Medicines
8. Emergency Procedures
9. Training
10. Record Keeping and Information Sharing
11. Absence from School Due to Sickness
12. School Trips and Educational Visits
13. Supporting Pupils with Allergies
14. Liability and Indemnity
15. Complaints
16. Monitoring Arrangements
17. Links to Other Policies

Appendices:

- Appendix 1: Being Notified a Child has a Medical Condition (Flowchart)
- Appendix 2: Procedures for Children Who Are Sick or Infectious

1. Definition and Aims

1.1 Definition

Pupils' medical needs may be broadly summarised as being two types:

1. Short-term affecting their participation in school activities when they are on a course of medication
2. Long-term potentially limiting their access to education and requiring extra care and support

Swanlea School is an inclusive community that welcomes and supports pupils with medical conditions. The school provides all pupils with any medical condition the same opportunities as others at school.

At Swanlea School we understand that medical conditions requiring support at school can affect quality of life and may 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:

- Outline the systems in place to support children with medical
- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community about 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
- Safeguard against accidents arising from the storage and administration of medicines
- Clarify that it is the responsibility of parents to ensure information regarding medical needs is accurate and in-date medication is supplied in a timely manner

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Supporting Pupils with Medical Conditions Policy

- Protect pupils and staff
- Avoid unnecessary exclusion of any child who is fit for school, but who is completing a course of medical treatment
- Reassure parents/carers that the school will help their child feel safe, supported and included
- Help ensure pupils can be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic wellbeing once they leave school

The named person with responsibility for implementing this policy is the Assistant Headteacher/Inclusion Lead (Kamal Hussain) and the Wellbeing Coordinator (Pretrina Bryden).

3. Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which placed 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) Model policy supporting pupils with medical conditions.

This policy has been written in line with the recommendations set out within the Department for Education (DfE) 'Supporting pupils at schools with medical conditions' publication, December 2015.

4. Roles and Responsibilities

3.1 The Local Authority (LA)

The Local Authority is responsible for:

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

3.2 The Governing Board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- Review this policy in a timely manner, in line with the 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
- Ensure that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handle complaints regarding this policy as outlined in the school's Complaints Policy
- Ensure that all students with medical conditions are able to participate fully in all aspects of school life
- Ensure that relevant training provided by the LA/School is delivered to staff members who take on responsibility to support students with medical conditions
- Guarantee that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy

Supporting Pupils with Medical Conditions Policy

- Keep written records of any and all medicines administered to individual students and across the school population
- Ensure the level of insurance in place reflects the level of risk

3.3 The Head of School

The Head of School will:

- Ensure the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures
- Ensure the policy is developed effectively with partner agencies
- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Ensure the correct level of insurance is in place for teachers who support students in line with this policy
- 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 school 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 child's medical needs and that this information is kept up to date

3.4 The SENCo/Wellbeing Coordinator

The SENCo/Wellbeing Coordinator is responsible for:

- Overseeing the liaison with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a student's medical condition
- Ensuring Individual Healthcare Plans (IHPs) are written and updated
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- Contacting the school nursing service in the case of any student who has a medical condition
- If a student is hospitalised for a significant period of time, the SENCo will liaise with staff about providing work for the students and will make arrangements to have the work delivered and collected. The SENCo/Wellbeing Coordinator will also take overall responsibility for the development and monitoring of individual healthcare plans (IHPs).

3.5 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.

Those 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.

Staff members are responsible for:

- Taking appropriate steps to support students with medical conditions, including on trips and visits

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Supporting Pupils with Medical Conditions Policy

- Where necessary, making reasonable adjustments to include students with medical conditions into lessons
- Administering medication, only if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting students with medical conditions only, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help
- Staff will ensure that children, who have medications such as an epi-pen and inhalers, know which staff member is carrying the medication and is trained to administer it, when out of school on trips and visits.

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.

3.6 Parents/Carers

Parents/carers will:

- Keep the school informed about any changes to their child's health
- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide the school with the medication their child requires and replenish it prior to the expiry date
- It is the responsibility of parents/carers to ensure their child's required medication is kept in date
- If your child does not have their medication or it has expired and there is no spare in school, you will be asked to bring it in immediately or you may be asked to collect your child. This is to safeguard your child in case he/she were to have a medical emergency or accident
- 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, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Collect any leftover medicine at the end of the course or year
- Discuss medications with their child prior to requesting that a staff member administers the medication
- Where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENCo, school nurse, other staff members and healthcare

3.7 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be 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. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible and agreed, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be kept in the Wellbeing Hub, clearly labelled and signed in and out. There is also a medical fridge available in the Wellbeing Hub which is to be used for storing medicines which need to be kept refrigerated.

If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

Supporting Pupils with Medical Conditions Policy

3.8 School Nurses and Other Healthcare Professionals

School nurses are responsible for:

- Notifying the school when a student has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support

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. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as 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

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and 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 on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being Notified that a Child has a Medical Condition

5.1 Notification Process

- Upon admission to Swanlea, parents are asked to disclose any medical needs. It is the parent/carer's responsibility in the first instance to inform school of any medical needs affecting their child.
- 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 into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

5.2 Medical Information on Admission

Parents/carers must complete a medical form when the child starts school. This information will include their doctor's name and contact details in addition to any medical information.

In the event of any changes, parents must provide the school with up-to-date information. It is a parent's responsibility to inform school of these changes immediately.

6. Individual Healthcare Plans (IHPs)

The SENCo/Wellbeing Coordinator has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

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Supporting Pupils with Medical Conditions Policy

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

6.1 Development of IHPs

Where the school is aware of a pupil with a chronic illness or a potentially life-threatening condition, the relevant healthcare professionals will create an individual healthcare plan (IHCP) for managing the medical needs in school, in collaboration with the student, parent, SENCO and any other relevant professionals. Plans will be drawn up in partnership with the school, parents/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 (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

6.2 Content of IHPs

The Individual Healthcare Plan will include the following information, where appropriate:

- Definition and details of the condition
- Food and drink management
- Precautionary measures
- Treatment
- Emergency procedures to be adopted
- Staff training where required
- Staff indemnity
- Consent and agreement

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the SENCo/Wellbeing Coordinator will consider the following when deciding what information to record on IHPs:

- 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. crowded corridors, 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, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

Supporting Pupils with Medical Conditions Policy

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents/carers and the Head of School 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

6.3 Storage and Access to IHPs

Individual Healthcare Plans are in the Wellbeing Hub and on Medical Tracker. Where it involves emergency procedures an additional copy is attached to the student's medical folder

To ensure pupils are kept safe, Individual Healthcare Plans will be easily accessible whilst preserving confidentiality.

7. Managing Medicines

7.1 General Principles

There is no legal duty which requires school staff to administer medication.

Staff are not permitted to give prescription medicines or undertake healthcare procedures without appropriate training.

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/carers' written consent

No child under 16 will be given prescription or non-prescription medicines without their parent's written consent. A Request for the Administration of Medication form will be filled out prior to staff accepting the medication for storage and administration.

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

7.2 Accepting Medicines

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The school will only accept prescribed medicines that are:

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Supporting Pupils with Medical Conditions Policy

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, 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 to schools inside an insulin pen or a pump, rather than in its original container.

The school does not administer medication such as Paracetamol and Ibuprofen if a student has a high temperature, headache or menstrual cramps.

Non-prescribed medication such as Antihistamine can be provided for school to administer where the GP has detailed the medication in an Individual Health Care Plan

7.3 Storing Medication

All medicines are locked in a secure cabinet in the Wellbeing Hub- all first aiders have access.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and 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 to pupils and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

7.4 Asthma and Allergy Medication

All asthma and allergy medication must be prescribed and accompanied by an asthma/allergy plan obtained from the relevant Healthcare professional, such as GPs and clinicians, where necessary the school nurse will support. It is the responsibility the parent to monitor the expiration dates of their child's medication.

7.5 Automated External Defibrillators (AEDs)

There are three AEDs in school (Reception, Wellbeing Hub, Sports Hall).

7.6 Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Otherwise, all controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container and only named staff should have access. Controlled drugs are easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held.

School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines do so in accordance with the prescriber's instructions. School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

7.7 Pupils Managing Their Own Needs

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Supporting Pupils with Medical Conditions Policy

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

7.8 Unacceptable Practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

• Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

In the case of a pupil becoming ill at school, the child will be accompanied by an adult to see a First Aider or member of the Senior Leadership Team (SLT) and, if necessary, parents/carers will be contacted.

In any instance of a head injury, parents will be notified after it has been recorded on Medical Tracker.

Should a child require a paramedic or ambulance, the emergency services are contacted first and the parents are called straight after this contact has been made.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

• Training

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive appropriate external training.

Supporting Pupils with Medical Conditions Policy

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

No staff member may administer drugs by injection unless they have received training in this responsibility.

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be 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 SENCo/Wellbeing Coordinator. 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 the pupils
- Fulfil the requirements in the IHPs
- Help staff to understand the specific medical conditions they are being asked to support with, 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 – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

• Record Keeping and Information Sharing

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school. IHPs are kept in a readily accessible place that all staff are aware of.

Records of accidents occurring on school premises or on school visits will be kept on Medical Tracker and on a duplicate Accident Record folder.

Medical information is shared on each child's SIMS record, Medical Tracker and in the medical folders kept in the Inclusion Admin Office and Wellbeing Hub.

There are procedures in place for supply and sessional staff. Each member of staff is provided with a class list which has a photo of each child as well as details of any medical needs and/or SEND.

• Absence from School Due to Sickness

Where pupils are unfit to attend school due to illness, it is expected that parents/carers make the necessary arrangements for the child to be collected from school and cared for off the school site.

In the interests of other pupils and staff, it is expected that pupils are kept away from school in accordance with the quarantine recommendations set by the LA and recommendations set out by the Department for Health in response to infectious diseases.

Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHP identifies the support and ongoing need of the child.

Children who are absent from school for a period of 15 days due to illness will be referred to the local authority for consideration as to whether individual tuition is necessary.

• School Trips and Educational Visits

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Supporting Pupils with Medical Conditions Policy

All trips and educational visits off-site adhere to a common reports system.

A list of all pupils is produced with parent/carers' contact details and medical/SEND needs highlighted.

A copy of the list is held by the school office manager and the trip organiser. A further copy of the list together with any medication required is taken on the trip/visit by the trip lead. Should the trip lead not be trained in the administration of medication potentially required by a student on a trip, a trained member of staff will be made available to support.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

• Supporting Pupils with Allergies

The school recognises that allergies are a medical condition and that, for some pupils, exposure to allergens can lead to anaphylaxis, a severe and potentially life-threatening reaction. The school is committed to being an allergy-aware environment, reducing risks to pupils while ensuring that children with allergies are fully included in school life, educational activities and trips.

The school has appointed an Allergy Lead: Pretrina Bryden - Wellbeing Hub Coordinator who is responsible for promoting and maintaining allergy awareness across the school community.

The Allergy Lead will oversee staff awareness, maintain records of pupils with allergies, coordinate training, review procedures and ensure appropriate risk assessments are in place.

The school will maintain an up-to-date register of pupils with allergies and ensure that pupils with significant allergies have an Individual Healthcare Plan (IHP) and, where appropriate, an Allergy Action Plan provided by a healthcare professional. These plans will include known allergens, signs and symptoms, prescribed medication, emergency procedures and contact information.

Staff will receive appropriate training to recognise allergic reactions, including anaphylaxis, and to administer medication such as adrenaline auto-injectors where required. Relevant staff, including temporary and supply staff where appropriate, will be informed of pupils with severe allergies and emergency arrangements.

The school will take reasonable steps to reduce the risk of allergen exposure. This may include allergen-aware approaches to food, hygiene measures, supervision at mealtimes, communication with catering providers, risk assessments for trips and activities, and reminders to parents/carers where appropriate. The school recognises that blanket bans on allergens are difficult to enforce and instead promotes shared responsibility and risk reduction measures.

In the event of an allergic reaction, staff will follow the pupil's healthcare or allergy action plan, administer emergency medication where appropriate and seek emergency medical assistance without delay.

• Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Unlimited liability and professional indemnity with the Department for Education's RPA Policy.

• Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Head of School in the first instance. If the Head of School cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

Supporting Pupils with Medical Conditions Policy

16. Monitoring Arrangements

This policy will be monitored by the AHT lead for Inclusion & Wellbeing Hub Co-ordinator.

Supporting Pupils with Medical Conditions Policy

