



GREATFIELDS SCHOOL

Supporting Pupils with Medical Conditions Policy

SLT member with responsibility:

David Hudson

Approved by SLT:

Date: October 2026

Approved by Local Governing Board:

Date:

Next Review Date: October 2027



Partnership Learning



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1. Purpose and principles

Greatfields School is committed to enabling every learner to be known, challenged and empowered. Pupils with medical conditions should be properly supported to access education, remain healthy, achieve their academic potential and participate as fully as reasonably possible in the life of the school.

The school will work in partnership with pupils, parents/carers, clinicians and relevant agencies; assess individual needs rather than apply blanket rules; make reasonable adjustments; protect dignity and confidentiality; and review effectiveness. Medical conditions can be physical or mental, short-term, recurring or long-term. A condition need not be classified as an allergy to warrant adjustments.

This policy applies to lessons, social times, PE, examinations, enrichment, school trips, fixtures, sixth form and other school-organised activities.

2. Statutory framework and linked policies

This policy is informed by section 100 of the Children and Families Act 2014, the Department for Education statutory guidance Supporting pupils at school with medical conditions, the Equality Act 2010, SEND statutory duties and relevant medicines, safeguarding and data-protection requirements. The academy trust, as proprietor, is responsible for ensuring suitable arrangements are made.

Read alongside the Greatfields policies on Allergy Safety, Attendance, SEND, Safeguarding and Child Protection, First Aid, Health and Safety, Educational Visits, Equality/Accessibility, Data Protection and Complaints. Where a pupil cannot attend because of illness, the school will coordinate with the local authority as appropriate under the separate statutory framework for education of children unable to attend school because of health needs.

3. Roles and accountability

3.1 Partnership Learning Trust and local governance

The Trust ensures arrangements meet statutory requirements, monitors implementation and considers assurance on staffing, training, IHPs, risk controls and complaints. Local governance provides oversight within the Trust delegation scheme.

3.2 Headteacher

The Headteacher retains overall accountability for effective implementation, sufficient competent staff and contingency cover; ensures relevant staff know about individual needs; oversees IHP arrangements, risk assessments, insurance and appropriate escalation; and makes sure pupils are not disadvantaged by ineffective implementation.

3.3 Named medical-conditions lead and school medical/first aid team

Jo Williams is the school's named Medical-Conditions Lead and Medical/First Aid Coordinator, supported by **Kaye Waite**, who provides cover in her absence.





The Medical-Conditions Lead is responsible for:

- Coordinating Individual Healthcare Plans (IHPs), medical information and liaison with families and healthcare professionals.
- Maintaining accurate medical records and alerts on Bromcom, reviewed annually and updated whenever needs change.
- Ensuring relevant staff are informed of pupils' medical needs and agreed reasonable adjustments.
- Coordinating staff training, medication records, storage and monthly expiry checks.
- Monitoring implementation of IHPs and reporting significant concerns or incidents promptly to the Headteacher.

The Headteacher retains overall accountability for the implementation of this policy.

3.4 All staff, including supply staff

Staff must follow relevant IHPs and emergency arrangements; identify and report changes, incidents and near misses; provide agreed classroom adjustments; protect confidentiality; and summon trained assistance when needed. Teachers must take account of medical needs in teaching, supervision, homework, assessments and activities. Staff undertaking specialist procedures must have appropriate training and assessed competency. No member of staff is automatically required to administer medication simply by virtue of being a teacher.

3.5 Parents, pupils and healthcare professionals

Parents/carers should provide timely, accurate information and medicines as agreed, communicate changes and participate in planning. Pupils are involved in age-appropriate decisions and supported towards safe independence. School nurses, GPs, consultants and relevant clinicians may advise about plans, risk and training; the school is responsible for making appropriate educational arrangements.

4. Identification, notification and transition

Greatfields School identifies pupils' medical needs through admissions, Year 6 transition, annual data checks, parental updates, staff concerns and information from healthcare professionals.

Parents/carers should report new or changing medical needs to office@greatfieldsschool.com or by calling **020 3946 5900**.

Jo Williams, Medical-Conditions Lead, will coordinate the following process:

- **Notification:** Acknowledge new medical information within two working days and identify any immediate risks.
- **Assessment:** Liaise with families and relevant professionals, determine whether an Individual Healthcare Plan (IHP) is required and agree appropriate interim arrangements.
- **Recording:** Update medical information and alerts on Bromcom once relevant details have been checked, ensuring staff have access to essential information.





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- **Implementation:** Aim to establish necessary arrangements within two weeks of notification, or before the start of term for new pupils, wherever reasonably practicable. Urgent safety measures will be introduced sooner where required.
- **Communication:** Share relevant information with teaching, pastoral, cover and other appropriate staff.
- **Review:** Update medical arrangements when needs change or pupils move between schools, classrooms or provisions.

The Headteacher will be informed promptly of any significant risks or concerns about the school's ability to implement necessary arrangements.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed where a pupil's medical condition presents a risk, affects their participation in school life or requires additional support or reasonable adjustments.

IHPs will be developed collaboratively with parents/carers, pupils where appropriate, relevant staff and healthcare professionals. Existing medical evidence will inform the arrangements, and reasonable interim measures will be implemented where necessary while further clarification is sought.

Each IHP will outline:

- Medical condition, known triggers, symptoms and associated risks.
- Reasonable adjustments, including classroom and environmental arrangements.
- Medication, storage, access and emergency procedures.
- Support for attendance, learning, PE and educational visits.
- Named staff responsibilities, contingency arrangements and review dates.

Development and Approval

1. **Drafting:** Jo Williams will coordinate the IHP using available medical evidence and information from relevant staff and families.
2. **Parental consultation:** Parents/carers will be invited to a face-to-face meeting to review the draft, discuss proposed adjustments and develop a shared understanding of the arrangements.
3. **Agreement and communication:** Following the meeting, agreed adjustments and any outstanding concerns will be documented. Parents/carers will receive the updated plan or written outcome within **two working days**.
4. **Approval:** Jo Williams will approve final IHPs and revisions, consulting the Headteacher where arrangements are complex, disputed or raise significant concerns.
5. **Implementation:** Approved plans will be recorded on Bromcom, with key information communicated directly to relevant staff by email and, where appropriate, through the staff bulletin.
6. **Review:** IHPs will be reviewed at least annually, or sooner where medical needs change, new evidence emerges or an incident identifies concerns.





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Where agreement has not yet been reached, the school will document and implement proportionate interim safety measures based on the available evidence.

All relevant staff are responsible for understanding and consistently implementing the adjustments outlined in a pupil's IHP.

6. Reasonable adjustments and environmental triggers

Greatfields School will implement reasonable adjustments identified in a pupil's Individual Healthcare Plan (IHP) to support their health, safety and participation in school life.

Adjustments may include:

- **Classroom arrangements:** Alternative seating, avoiding direct air-conditioning airflow or relocating pupils to a suitable classroom.
- **Temperature and ventilation:** Adjusting or switching off air conditioning where necessary and reasonably practicable.
- **Individual support:** Access to water, medication, appropriate clothing and supervised breaks.
- **Emotional wellbeing:** Calm, consistent and non-confrontational staff responses where emotional stress is an identified medical trigger.
- **School activities:** Appropriate adjustments during PE, assemblies, examinations, educational visits and other activities.

The school recognises that some conditions, including mast cell disorders, may be affected by temperature changes, physical exertion or emotional stress. These needs will be considered alongside medical evidence when determining appropriate adjustments.

Responsibility for implementation will be identified within the IHP. Teaching staff will manage classroom adjustments, the Site Team will support environmental controls, and the relevant Deputy Headteacher will coordinate timetable or room changes where required.

Where agreed adjustments cannot be maintained, staff must take appropriate alternative action and inform **Jo Williams, Medical-Conditions Lead**, promptly.

While the school cannot guarantee specific environmental conditions at all times, it will take reasonable steps to minimise identified risks and ensure appropriate contingency arrangements are in place.

7. Medicines and self-management

Greatfields School will support pupils who require medication during the school day, ensuring medicines are administered safely and in accordance with individual medical needs.

- **Consent:** Medication will only be administered by appropriately trained staff where written parental/carer consent and clear administration instructions have been provided, except where emergency action is legally permitted.





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- **Storage:** Medicines will be stored safely in the First Aid Office, with emergency medication, including spare adrenaline auto-injectors (AAIs) and inhalers, also available in clearly labelled locations across three staffrooms.
- **Administration:** All medication administered will be recorded, including the pupil's name, medicine, dose, time and staff member responsible.
- **Self-management:** Pupils assessed as competent may carry and administer their own medication, including inhalers and AAIs, in accordance with their Individual Healthcare Plan (IHP).
- **Safety:** Medicines must be in date, appropriately labelled and stored according to manufacturer instructions. Controlled drugs will be securely stored, with access maintained for authorised staff. Staff will check previous doses before administering pain relief. Aspirin will not be given to pupils under 16 unless prescribed.
- **Monitoring:** Jo Williams, supported by Kaye Waite, will coordinate **half-termly medication audits**, including stock levels, expiry dates and appropriate disposal of unused or expired medicines.
- **Emergency access:** Emergency medication must remain readily accessible throughout the school day and during school activities, including visits and fixtures.

Parents/carers are responsible for supplying and replacing prescribed medication when required. Unused or expired medication will be returned to families for safe disposal or disposed of through an appropriate pharmacy or authorised disposal service, with records maintained.

The management of spare AAIs and emergency inhalers will follow the school's separate Allergy Safety Policy and relevant statutory guidance.

8. Emergency arrangements, illness and first aid

Greatfields School will ensure pupils receive prompt and appropriate medical assistance in accordance with the school's emergency procedures and their Individual Healthcare Plans (IHPs).

- **Emergency response:** In a medical emergency, staff must call 999 without delay, provide appropriate assistance within their training and competence, and contact parents/carers as soon as practicable.
- **First Aid:** First aiders are based in the First Aid Room and School Office/Reception, with cover available during lunchtimes and after-school activities.
- **On Call:** Staff must use the school's On Call system or contact the First Aid Team directly when a pupil requires medical assistance. **Pupils requiring urgent medical attention must not be sent to First Aid unaccompanied.**
- **Immediate action:** Staff must not delay emergency assistance while waiting for a named first aider. A responsible adult will remain with the pupil until appropriate care is transferred.
- **Communication:** Relevant medical information will be shared with emergency services where necessary, and parents/carers will be informed promptly.
- **Non-emergency illness:** Pupils who become unwell will be assessed by the First Aid Team, with parents/carers contacted where collection or further medical assessment is required.





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All staff receive guidance on medical emergency procedures through email, staff bulletins and relevant training.

The school will follow current public health guidance on infectious illnesses and will not unnecessarily exclude pupils from school because of a medical condition.

9. Attendance, medical absence and educational continuity

Greatfields School maintains high expectations of attendance while recognising that medical conditions may affect a pupil's ability to attend regularly.

- **Attendance recording:** Medical absences will be recorded using the appropriate DfE attendance codes and reviewed by the Attendance Team.
- **Medical evidence:** Where an absence extends beyond five school days, the school may request supporting medical evidence where reasonably necessary. Evidence will not be required automatically, and existing medical documentation will be considered.
- **Monitoring:** The Attendance Team and Medical-Conditions Lead will monitor prolonged or repeated medical absence, with oversight from the relevant Deputy Headteacher.
- **Educational support:** Where pupils experience prolonged absence, appropriate learning support may be arranged in consultation with the Head of Year and relevant staff. Where a pupil is too unwell to engage in learning, their health and recovery will take priority.
- **Reintegration:** Reasonable adjustments, phased returns and additional support will be considered where appropriate to help pupils return successfully.
- **Local authority involvement:** Where a pupil is likely to miss 15 school days or more because of health needs, either consecutively or cumulatively, the school will liaise with the local authority in accordance with statutory guidance and local referral procedures.
- **Alternative provision:** Requests for remote education or alternative arrangements will be considered individually, taking account of medical evidence, educational needs and statutory responsibilities.

The school will work collaboratively with families and healthcare professionals to support attendance, wellbeing and continuity of education, with arrangements reviewed regularly.

10. Inclusion, visits, curriculum and examinations

Greatfields School is committed to ensuring pupils with medical conditions can participate fully and safely in school life, with reasonable adjustments made where necessary.

- **Educational visits and fixtures:** Medical needs will be considered through the school's EVOLVE approval process and risk assessments, including staffing, medication, transport and emergency arrangements.
- **Curriculum and PE:** Staff will make reasonable adjustments to enable participation in practical lessons, PE, enrichment and work experience. Where an activity cannot be undertaken safely, a suitable alternative will be provided.





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- **Examinations:** Medical needs and reasonable adjustments will be considered for internal and public examinations, in accordance with JCQ and relevant awarding-body requirements.
- **Wellbeing:** Pastoral teams will support pupils experiencing anxiety, stigma or bullying associated with their medical condition.
- **Safeguarding:** Deliberate interference with medication or knowingly exposing a pupil to a significant medical trigger will be addressed through the school's Behaviour and Safeguarding Policies.

Relevant staff are responsible for understanding and implementing the reasonable adjustments outlined in pupils' Individual Healthcare Plans (IHPs), with oversight from the Medical-Conditions Lead.

11. Staff training, communication and record keeping

Greatfields School will ensure staff receive appropriate training and information to support pupils with medical conditions safely and consistently.

- **Training:** Staff will complete relevant medical awareness training through the school's compliance programme, with additional pupil-specific training and competency assessments where required.
- **Medical records:** Individual Healthcare Plans (IHPs) and medical alerts will be maintained securely on Bromcom and accessible to authorised staff, including relevant cover and duty staff.
- **Responsibilities:** Jo Williams, supported by the First Aid Team, will coordinate IHP updates, maintain accurate medical records and monitor staff training requirements.
- **Communication:** Changes to IHPs or medical arrangements will be communicated promptly to relevant staff through Bromcom, email and, where appropriate, the staff bulletin.
- **Confidentiality:** Medical information will be shared only with those who require it to support pupil safety, in accordance with UK GDPR and school data protection procedures.

The Medical-Conditions Lead will monitor compliance and ensure that relevant staff understand and implement agreed medical arrangements.

12. Incidents, concerns and complaints

Greatfields School will ensure that medical incidents, medication errors, failures to implement agreed adjustments and near misses are recorded, investigated and reviewed appropriately.

- **Reporting:** Incidents will be promptly documented on the school's medical tracker, including factual accounts, actions taken and relevant supporting evidence.
- **Parental communication:** Parents/carers will be informed promptly of significant incidents and given an opportunity to share concerns or additional information.
- **Investigation:** The Headteacher will oversee reviews of significant incidents, supported by Jo Williams and relevant staff, considering whether IHPs, staff training or existing procedures require improvement.
- **Follow-up:** Findings and agreed actions will be recorded, with clear responsibilities and timescales. Relevant outcomes will be communicated to families and staff as appropriate.





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- **Escalation:** Significant incidents will be reported to Partnership Learning Trust and relevant external agencies where required, including safeguarding concerns.
- **Complaints:** Parents/carers may raise concerns informally or through the school's published Complaints Policy. Concerns will be acknowledged and addressed in accordance with its procedures.

The school will distinguish between reported concerns, established facts and any unresolved matters, ensuring a fair and transparent approach.

Necessary medical support and reasonable adjustments will continue while concerns or complaints are being considered.

13. Unacceptable practice

- Preventing pupils from easily accessing prescribed emergency medication, or making them wait for unnecessary authorisation.
- Assuming that every pupil with the same condition has identical needs, or ignoring a pupil's or parent's account without reasonable consideration.
- Sending pupils home frequently or excluding them from normal activities simply because of their medical condition.
- Making parents attend school to administer medicines (unless agreed) or provide routine support as a condition of attendance.
- Penalising pupils for absence linked to their medical condition without considering the facts and applicable guidance.
- Failing to make reasonable adjustments, share essential IHP information or respond appropriately to an emergency.
- Creating avoidable barriers to participation in trips, PE or other school opportunities.

14. Review and approval

The medical-conditions lead will review implementation at least annually, and following a significant incident, regulatory change or identified weakness. The Headteacher will report material assurance matters through established Trust governance. Following approval, the policy will be published and communicated to staff and families.

Appendix A – Notification and IHP workflow

1. Notification received; record source, date, medical information and immediate risk.
2. Inform named medical-conditions lead; check the pupil's current day-to-day safety needs.
3. Agree and implement interim precautions where indicated; identify relevant staff and locations.
4. Discuss with parent/carers and pupil; consider specialist evidence and seek further advice only where useful.





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5. Decide whether an IHP is required; draft plan, assign owners and record training/access arrangements.
6. Share draft in meeting, consider feedback and record any points of disagreement or evidence gaps.
7. Approve operational plan and communicate relevant instructions to staff and relevant providers.
8. Audit implementation; review annually and after changes, incidents or near misses.

Appendix – Medical Needs Transition Checklist

To be completed by the Medical Office for new pupils or where medical needs change.

- ☐ Medical information received from parents/carers or previous school.
- ☐ Medical conditions, triggers and potential risks identified.
- ☐ Medication, parental consent and expiry dates checked.
- ☐ Individual Healthcare Plan (IHP) reviewed or created where required.
- ☐ Interim safety arrangements agreed where necessary.
- ☐ Medical information and alerts updated on Bromcom.
- ☐ Relevant teaching, pastoral and support staff informed.
- ☐ Emergency procedures and staff training confirmed.
- ☐ Parents/carers informed of agreed arrangements.
- ☐ Named responsible staff member and review date recorded.

Responsible: Jo Williams, Medical-Conditions Lead

Deputy: Kaye Waite





Appendix B – Individual Healthcare Plan template

Pupil / Year / DOB	
Named lead and deputy	
Condition / diagnosis (if known)	
Medical evidence / source / date	
Known triggers, early signs and symptoms	
Specific adjustments by room / timetable / activity	
Medication, dose, consent, storage and access	
Emergency response / who to call	
Self-management and support needs	
Attendance, learning and reintegration support	
PE, trips and examination arrangements	





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Staff who must receive plan / briefing	
Interim arrangements and unresolved questions	
Parent / pupil comments and any disagreement	
Date issued / next review / recorded changes	

Attach relevant clinician-issued action plans and medication consent records

