Supporting Learners with Medical Conditions Policy

2026 - 2027

‘Because Children Deserve Better’

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1. Policy statement

Pivot is committed to ensuring that learners with medical conditions receive the support they need to access education safely, fully and successfully.

We believe that no learner should be disadvantaged because of a physical or mental health condition and we will take all reasonable steps to ensure learners can participate in education, trips, enrichment activities and wider school life.

We will:

- Promote inclusion and equality
- Support attendance and engagement
- Work collaboratively with families and healthcare professionals
- Provide appropriate staff training
- Put effective support arrangements in place
- Maintain high standards of safeguarding and welfare

2. Purpose

This policy sets out Pivot's overarching framework for supporting learners with medical conditions.

The Administration of Medicines Policy governs the receipt, storage, administration, recording, return and disposal of medicines. The Allergy Policy contains the additional arrangements required for allergy prevention, allergy management and emergency anaphylaxis response.

Where an allergy-related matter involves medication, both the Allergy Policy and the Administration of Medicines Policy must be followed.

3. Legal framework

This policy has regard to:

- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2026
- Supporting Pupils at School with Medical Conditions (DfE)
- Working Together to Safeguard Children 2026

Pivot recognises that some medical conditions may constitute a disability under the Equality Act 2010 and will make reasonable adjustments where required.

4. Definition of medical conditions

A medical condition may be:

- Short-term
- Long-term
- Physical
- Neurological
- Developmental
- Mental health related

This may include, but is not limited to:

- Asthma
- Diabetes
- Epilepsy
- Severe allergies
- Gastrointestinal conditions
- Chronic pain conditions
- Mental health conditions
- Anxiety disorders
- Depression
- Eating disorders

Where a medical condition significantly impacts attendance, wellbeing or access to education, appropriate support arrangements will be considered.

5. Principles

Pivot will ensure that learners with medical conditions:

- Are welcomed and included
- Have access to appropriate support
- Are listened to and involved in decisions
- Are able to participate in school activities wherever reasonably possible
- Are protected from discrimination
- Have their health, safety and wellbeing promoted

6. Roles and responsibilities

Chief Executive Officer (CEO)

The CEO will ensure that:

- Appropriate policies are in place
- Resources are made available
- Statutory duties are fulfilled

Headteacher

The headteacher will ensure that:

- All staff are aware of this policy and understand their responsibilities
- Ensure sufficiently trained staff onsite
- Make sure systems are in place for obtaining information about a child's medical needs and this information is kept up to date
- Oversee implementation of this policy
- Coordinate support arrangements
- Liaise with families and professionals
- Ensure medical information is recorded appropriately
- Monitor compliance

The Headteacher can delegate tasks related to the responsibilities above to the Senior Leadership team but remain responsible overall.

Staff

Staff will:

- Be familiar with relevant medical information
- Follow healthcare plans
- Respond appropriately in emergencies
- Attend required training
- Report concerns without delay

Parents and carers

Parents and carers are expected to:

- Provide accurate medical information
- Inform the school of changes
- Supply required medication and written permission for staff to administer medication
- Participate in review meetings

Learners

Learners will be encouraged to:

- Share concerns
- Participate in planning
- Develop increasing independence where appropriate

7. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a learner requires specific, individualised support, emergency arrangements, reasonable adjustments or measures that are additional to or different from the arrangements made generally.

The need for an Individual Healthcare Plan will be determined with the learner, their parent or carer, relevant Pivot staff and healthcare professionals where appropriate. The level of detail will reflect the nature and complexity of the learner's needs.

IHPs will be reviewed:

- At least annually
- After significant changes
- Following hospital admissions
- Following serious incidents

Pivot's approved generic Individual Healthcare Plan template is held in the Medical Needs Toolkit. Condition-specific Action Plans, including Allergy or Asthma Action Plans issued by healthcare professionals, should be attached to or referenced within the Individual Healthcare Plan where applicable.

8. Managing medication

Where medication is required during the school day, Pivot will ensure that appropriate arrangements are in place for its safe receipt, storage, administration, recording and disposal.

Medicines will only be administered where the necessary consent and instructions have been obtained in accordance with the Administration of Medicines Policy. Written parental or carer consent will normally be required before staff administer medication to a learner.

Medicines provided for administration by Pivot must meet the receipt, labelling, packaging and checking requirements set out in the Administration of Medicines Policy. Medicines will normally be supplied in the original container as dispensed by a pharmacist and must be in date, appropriately labelled and accompanied by clear administration and storage instructions.

Medicines will be stored securely and appropriately while remaining accessible when required. Detailed arrangements for routine medicines, controlled drugs, emergency medicines and learner-held medicines are set out in the Administration of Medicines Policy.

In an emergency, staff will follow the learner's Individual Healthcare Plan, emergency instructions and relevant emergency procedures. Emergency treatment must not be delayed while consent is sought.

Learners may carry and administer medication themselves where this has been agreed as part of their healthcare arrangements and is considered safe and appropriate. Emergency medication will remain readily accessible at all times.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

9. Emergency procedures

The school will maintain clear emergency procedures for learners with medical conditions. Where required, staff will be informed of:

- Emergency symptoms
- Required actions
- Medication arrangements
- Emergency contacts

Emergency information will be accessible to relevant staff whilst maintaining appropriate confidentiality.

Emergency services will be contacted whenever necessary.

Parents and carers will be informed as soon as reasonably practicable following an emergency.

10. Educational visits and activities

Learners with medical conditions will be supported to participate in:

- Educational visits
- Sporting activities
- Off-site learning
- Residential visits
- Enrichment activities

Risk assessments will consider medical needs and identify reasonable adjustments where required.

Learners will not be excluded solely because of a medical condition unless there is a clear and evidence-based reason that participation would be unsafe.

11. Mental health and emotional wellbeing

Pivot recognises that medical needs may include mental health conditions.
Where a learner's mental health significantly affects their wellbeing, attendance or ability to access education, appropriate support arrangements will be considered.

Support may include:

- Healthcare planning
- Safeguarding intervention
- External agency involvement
- Reasonable adjustments
- Pastoral support

This policy should be read alongside the Mental Health and Emotional Wellbeing Policy.

12. Transition planning

Particular consideration will be given during:

- Admission to the school
- Reintegration following absence
- Transition between classes or provisions
- Movement between schools
- Post-16 transition

Support arrangements will be reviewed in advance wherever possible to ensure continuity of care.

13. Training

Staff will receive training appropriate to their roles.

Training may include:

- Medical condition awareness
- Administration of medication
- Emergency procedures
- Use of medical equipment
- Record keeping

Training will be refreshed periodically and whenever there is a significant change in need.

14. Confidentiality and information sharing

Medical information is sensitive personal data.

The school will:

- Store information securely
- Share information on a need-to-know basis
- Follow UK GDPR requirements and comply with the Data Protection Act 2018
- Adhere to Pivot's data retention schedule

Information will only be shared where there is a legitimate educational, safeguarding or health and safety reason to do so.

15. Unacceptable practice

The school will not:

- Prevent access to prescribed medication
- Discriminate against learners because of a medical condition
- Exclude learners from activities without risk assessment
- Ignore healthcare advice
- Delay support arrangements unnecessarily
- Require parents to administer medication during the school day where reasonable arrangements can be made
- Place responsibility on learners beyond their capability or maturity

16. Liability and indemnity

The directors 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 include protection in relation to:

- Employers Liability
- Medical Malpractice
- Professional Indemnity

17. Complaints

Concerns regarding support arrangements should initially be raised with the school. Where concerns cannot be resolved, complaints may be progressed through Pivot's Complaints Policy.

18. Monitoring and review

This policy will be reviewed annually or sooner if required due to:

- Legislative change
- Updated statutory guidance
- Organisational changes
- Learning from incidents

Monitoring will include:

- Review of Individual Healthcare Plans
- Incident reporting
- Training compliance
- Feedback from learners and families
- Safeguarding oversight

19. Appendix 1: Related policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Mental Health and Emotional Wellbeing Policy
- SEND and Inclusion Policy
- Accessibility Plans
- Attendance Policy
- Educational Visits Policy
- Data Protection Policy
- Parent and Carer Complaints Policy
- Allergy Policy
- Administration of Medicines Policy

20. Appendix 2: Medical needs toolkit

The following operational documents are held separately from this policy:

1. Medical conditions notification form
2. Individual Healthcare Plan template
3. Medication administration record
4. Consent to administer medication form
5. Educational visit medical risk assessment
6. Medical emergency procedures guidance
7. Training record template