Supporting Pupils with Medical Needs Policy

Our Vision

Achieving More Together

Our Mission

Working together passionately to achieve the best outcomes for our children and young people in our SEND & AP settings

Reviewed by:	ET Medical leads & Ops Team
Approved by:	Director of Operations
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Version Control

Version No.	Amendments	Date
V1.0	Policy created	Nov 2023
V2.0	Policy reviewed	Nov 2026

1. Aims

At Enable Trust we understand that medical conditions requiring support at school can affect quality of life and can be life threatening. Our schools will support pupils with medical conditions so that they have full access to education including school trips and sporting activities. The Trust recognises that allergies, including severe allergies and anaphylaxis, are medical conditions that may require individual healthcare planning and emergency response arrangements. Allergy management is addressed in detail within the Trust's Allergy Management Policy, which should be read alongside this policy. Where necessary we will work with health services to secure appropriate training, resources and support.

This policy aims to:

- Ensure that pupils, staff and parents understand how our schools will support individuals with medical conditions.
- Set out the roles and responsibilities for everyone in the school community in regard to individuals with medical conditions.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school and Benedicts Law.

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the Trust including the safe oversight of individuals with medical conditions, but delegates operational matters and day to day tasks to the CEO, Headteacher, Director of Operations and staff members.

3.2 The headteacher

The Headteacher will:

Leadership and oversight

- Take overall responsibility for the implementation of this policy and ensure its effectiveness.
- Designate an appropriate member of staff to oversee the day-to-day management of pupils' medical needs.

Systems and identification of needs

- Ensure that robust systems are in place to identify pupils with medical needs, obtain relevant information, and keep this information accurate and up to date.
- Ensure that appropriate procedures are in place to support, manage and monitor pupils' medical needs effectively.

Staff awareness and training

- Ensure that all staff are aware of this policy and understand their roles and responsibilities in its implementation.
- Ensure that all staff who need to know are aware of a pupil's medical condition.
- Ensure there is a sufficient number of appropriately trained staff to implement this policy and deliver Individual Healthcare Plans (IHCPs), including during contingency and emergency situations.
- Ensure that staff are aware of the insurance arrangements in place to support pupils with medical needs.

Staffing and continuity

- Ensure appropriate cover arrangements are in place to support pupils with medical conditions as far as reasonably practicable.
- Ensure that supply staff are provided with relevant information about pupils with medical conditions and the arrangements in place to support them.

Individual Healthcare Plans (IHCPs)

- Take overall responsibility for the development and review of IHCPs.
- Ensure that, where required, IHCPs are developed in partnership with parents/carers and relevant healthcare professionals.

External support and escalation

- Ensure that the school seeks advice, support and guidance from healthcare professionals when required.

- Contact relevant health services where a pupil's condition may require medical support in school.
- Liaise with the Local Authority and health partners to secure appropriate resources for pupils with complex medical needs.
- Where the school identifies that it cannot safely meet a pupil's medical needs using existing staffing, training or resources, the matter will be escalated to the Local Authority as appropriate. Alternative interim arrangements will be considered whilst appropriate support is secured.

Facilities and resources

- Ensure that suitable facilities and space are available to meet pupils' medical needs safely and with dignity.

3.3 Nominated Medical Lead

The nominated medical lead in each school is responsible for:

Policy and oversight

- Supporting the development and ongoing review of the Medical Needs Policy and associated procedures/handbooks.

Assessment of needs and training

- Reviewing pupils' medical needs and identifying appropriate staff training requirements.
- Planning and coordinating staff training to ensure sufficient knowledge, competence, and coverage to meet identified needs.
- Working with health services to secure specialist training where required.

Individual Healthcare Plans (IHCPs)

- Supporting the development, implementation, and regular review of Individual Healthcare Plans, in collaboration with the Headteacher, parents and relevant healthcare professionals.

Medication and staff support

- Supporting staff in the safe management and administration of medication, including ensuring appropriate consent is obtained and recorded.

- Providing guidance and support to staff in meeting pupils' medical needs in line with this policy.

Record-keeping and monitoring

- Maintaining accurate, up-to-date records of pupils' medical needs.
- Ensuring that robust systems are in place for recording the administration of medication and any related interventions.
- Monitoring that staff complete medication and medical records appropriately, in line with policy and statutory requirements.
- Undertake periodic audits of medical records, IHCPs and medication administration to ensure compliance and identify improvement actions

3.4 All Teaching and Support Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. All teaching and support staff are responsible for:

Awareness and understanding

- Being aware of pupils' medical needs, including recognising key signs and symptoms that may indicate a deterioration in a pupil's condition.

Information and procedures

- Following school procedures to ensure that information about pupils' medical needs is accurate, complete, and kept up to date.
- Directing parents/carers to complete the required forms and provide appropriate medical information where needed.
- Following school procedures to ensure that pupils with medical conditions can access the same education as other pupils, including trips and sporting activities, with risk assessments completed and adaptations put in place as required.

Responding to needs

- Ensuring that pupils who require medical attention or support receive it promptly and in accordance with this policy, relevant training, and any Individual Healthcare Plan (IHCP).

3.5 Staff trained to support medical needs

- Any member of staff may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.
- Will receive sufficient and appropriate training and will achieve the necessary level of competency before undertaking these responsibilities.
- Be responsible for monitoring the expiry date of their training and taking a proactive approach to arranging refresher training before it expires.
- Follow policies, handbooks, healthcare plans, risk assessments and emergency procedures relevant to the pupils they support.
- Alert the Medical Lead or Headteacher to any changes in staffing, class allocations or pupil needs that may require additional medical training and ensure any training requirements relating to the pupils they teach or support are communicated promptly.
- Attend allergy awareness and anaphylaxis training in accordance with the Allergy Awareness Policy.

3.6 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.
- Provide consent for the administration of prescribed or emergency medication, including adrenaline auto-injectors where appropriate, and notifying the school of any changes to medication or treatment.
- Ensure that medical needs are shared with the relevant transport provider.
- Receiving out of date medications from the school and disposing of them appropriately

3.7 Pupils

The government guidance states that pupils with medical conditions will often be best placed to provide information about how their condition affects them and that pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs to the

best of their ability. Enable Trust is a specialist and AP trust and we will involve pupils in this process wherever appropriate.

3.8 Healthcare professionals

The table below sets out the support provided by different healthcare professionals.

Medical Need	Healthcare Team
Allergies and anaphylaxis	UHBW Allergy Team
Asthma	UHBW Asthma Team
Dietary/feeding	Dietician Team
Epilepsy	Epilepsy Team (in some circumstances)
Lifetime	Lifetime Team
Respiratory	Respiratory Team
Other, e.g. diabetes, heart, stoma, etc.	A variety of healthcare professionals, depending on the medical need. The nominated Medical Lead works with the parents to identify and communicate with the relevant teams.

4. Equal opportunities

In line with the Equality Act 2010, the Trust will make reasonable adjustments to ensure that pupils with medical conditions are not placed at a substantial disadvantage compared to their peers.

Our schools are 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 schools 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 and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

The school will usually be notified of a pupil's medical needs through their Education, Health and Care Plan (EHCP), which will be provided prior to the pupil starting, wherever possible.

On receipt of an EHCP, a member of the Senior Leadership Team will review the document to identify any medical needs and share this with the nominated medical lead and relevant staff.

Where a medical need is identified, the School Medical Lead will:

- Review and evaluate the information provided.
- Seek further advice or clarification where required (e.g. from parents/carers or healthcare professionals).
- Determine the appropriate level of support required.

Based on this assessment, one of the following approaches will be taken:

1. Completion of an **Administration of Medicines form**
2. Development of an **Individual Healthcare Plan (IHCP)**
3. **Escalation of complex or specialist needs**, involving liaison with the Local Authority and/or health services

The table in Appendix 1 will be followed to ensure that the appropriate approach is selected.

The process outlined in Appendix 2 will be followed in the event that an IHCP is required, to ensure that appropriate arrangements are implemented.

If a pupil develops a new medical condition during their time at school, parents/carers must inform the school as soon as possible. The same process will then be followed.

The school will make every reasonable effort to ensure that appropriate arrangements are in place within **two weeks**, or by the start of the relevant term for new pupils.

6. Individual health care plans (IHCPs)

The headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. The headteacher may delegate the duties to appropriate members of staff but remains accountable for the implementation of this policy. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. 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 IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision. The decision will be recorded on the appropriate system used by the school (CPOMs or Medical Tracker).

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the paediatrician or specialist, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

There are 4 different types of IHCP document which could be used. The table below sets out the different types of plans. All plans must be reviewed and logged by the Nominated Medical Lead before they are recorded.

Type of Plan	Written by	Template provided by	Appendix
IHCP	School Medical Lead	Enable Trust	Appendix 2
Allergy Plan for pupils with anaphylaxis	UHBW Allergy Team	Medical professional	n/a
Allergy procedure plan	Health and Medical Lead	Enable Trust	See allergy policy
Epilepsy Plan	Epilepsy Team or Lifetime	Medical professional	n/a
Asthma Plan	GP or Asthma Team	Medical professional	n/a
Other	Occasionally a pupil may have a rare or complex condition which results in a unique plan.		

If the pupil has multiple conditions, the School Lead will assess the available information and decide whether to maintain separate plans or combine into one document. In addition to these plans, the pupil may have an Intimate Care Plan or Toileting Recommendations Document. Arrangements for these are covered in the Intimate Care & Toileting Policy.

Relationship with the EHCP

Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP must be referenced within it. The chair of the EHCP review is responsible for ensuring that this information is included and accurately reflected.

Level of detail

The level of detail recorded in an IHCP will be proportionate to the complexity of the pupil's medical needs and the level of support required. The Headteacher, or the designated member of staff responsible for IHCPs, will determine the appropriate level of detail.

Information to be included in IHCPs

When developing an IHCP, the following will be considered and recorded, as appropriate:

- **Medical condition and treatment**
    - The medical condition, including triggers, signs, symptoms, and treatments
- **Pupil needs and practical arrangements**
    - The pupil's resulting needs, including:
        - Medication (dosage, side effects, and storage)
        - Other treatments and interventions
        - Timing of support
        - Required facilities, equipment, and testing
        - Access to food and drink where relevant to managing the condition
        - Dietary requirements and environmental considerations (e.g. layout of the school building)
- **Educational, social, and emotional support**
    - Specific arrangements to support the pupil:
        - Education (e.g. managing absence, catch-up support, exam arrangements)

        - Social and emotional wellbeing (e.g. rest breaks, counselling, additional support)

- **Level of support and independence**
    - The level of support required, including during emergencies
    - Where the pupil can self-manage medication, this will be clearly stated, including arrangements for monitoring
- **Roles, responsibilities and training**
    - Who will provide support
    - Their training needs and expectations of their role
    - Confirmation of staff competency from a healthcare professional where required
    - Arrangements for cover in the event of staff absence
- **Information sharing**
    - Identification of which staff need to be aware of the pupil's condition and required support
- **Consent and medication arrangements**
    - Arrangements for obtaining written consent from parents/carers and the Headteacher for:
        - Administration of medication by staff
        - Self-administration by the pupil, where appropriate
- **Off-site activities**
    - Any additional arrangements required for school trips or activities outside the normal timetable, including risk assessments to support participation
- **Confidentiality**
    - Where confidentiality is a concern, identification of designated individuals who will have access to information about the pupil's condition
- **Emergency procedures**
    - Clear instructions on what to do in an emergency, including who to contact and any contingency arrangements

Record-keeping and monitoring of IHCPs

Central record

The School Medical Lead will maintain a central register to ensure that IHCPs are monitored and kept up to date. This will include:

- Names of all pupils with an IHCP
- The reason(s) for each IHCP
- The date of the IHCP (and review dates, where applicable)

Accessibility of plans The School Medical Lead will ensure that IHCPs are:

- Accessible to relevant staff, either electronically or through a designated class folder
- Available in a format that enables staff to quickly access key information when needed

7. Managing medicines

Prescription and non-prescription medicines will only be administered in school where it would be detrimental to a pupil's health or attendance not to do so, and where written parental consent has been provided. The only exception is where a medicine has been prescribed to a pupil without the knowledge of their parents/carers.

Non-prescription medicines will normally only be administered for short-term or specific health needs, such as recovery from injury, menstruation, or while awaiting medical treatment.

Before administering any medication, staff will check the prescribed dosage, the timing of any previous dose, and any relevant instructions. Parents/carers will be informed whenever medication is administered.

The school will only accept prescribed medicines that are:

- In date
- Clearly labelled
- Provided in the original container dispensed by the pharmacist, including instructions for administration, dosage and storage.

Unlabelled prescribed medication will be returned to parents/carers for relabelling by the pharmacist before it can be administered in school. Insulin supplied in an insulin pen or pump will be accepted provided it is in date.

All medicines will be stored safely and securely. Pupils will be informed of the location of their medication and, where appropriate, will have immediate access to it. Essential medicines and medical devices, including asthma inhalers, adrenaline auto-injectors and blood glucose testing equipment, will be readily available and will not be locked away.

Medicines that are no longer required or have expired will be returned to parents/carers for safe disposal. All medicines held by the school will be returned to parents/carers at the end of Term 6.

At the start of each academic year, staff will check all medication, consent forms and associated documentation to ensure records are accurate and up to date. Parents/carers will be contacted regarding any missing information or medication.

Parents/carers may administer medication to their own child whilst on school premises. In these circumstances, a member of staff must be informed and a written record made detailing the medication administered, dosage and reason for administration.

The school does not routinely administer short-course medication where doses can reasonably be given outside school hours. For example, antibiotics prescribed three times daily should normally be administered at home unless otherwise advised by a healthcare professional.

Where a pupil requires medication during the school day, including antibiotics prescribed four times daily or medication required to meet an identified medical need, parents/carers must complete a medication form. Administration in school will be subject to approval by school leaders and carried out by appropriately trained staff.

The school does not routinely provide pain relief medication, including paracetamol or ibuprofen. Such medication will only be administered where it has been approved to support a specific health need, such as an ongoing medical condition, menstruation, recovery from injury or surgery, or where advised by a healthcare professional. In approved settings, the school may hold a limited stock of paracetamol and ibuprofen for administration in exceptional circumstances, subject to parental consent and the school's medication procedures. A healthcare plan is not always required; however, a completed medication form is required in all cases.

In designated provisions authorised by the Trust, the school may hold a limited supply of paracetamol and ibuprofen for pupil use. These medicines will only be administered:

- Following written parental consent.
- Following verbal confirmation from a parent/carer at the time of administration wherever practicable.
- By authorised members of staff.
- In accordance with the manufacturer's dosage guidance and school procedures.

- With a record maintained of all medication administered.

The school reserves the right not to administer pain relief medication where there are concerns regarding suitability, allergies, dosage, underlying medical conditions, or where further medical advice should be sought.

Under no circumstances should parents/carers send pupils into school with paracetamol, ibuprofen or any other medication unless this has been specifically agreed and handed directly to school staff in accordance with this policy. Pupils must not carry medication on their person unless authorised as part of an agreed healthcare plan.

Parents/carers who have any questions regarding medication administration in school should contact a school leader.

7.1 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.

All controlled drugs are kept in a secure cupboard in a suitable location and appropriate staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept on the controlled drugs register.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents, and be reflected in their IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

Where a pupil refuses medication or treatment, staff will follow the agreed procedure in the IHCP, inform parents/carers, and escalate to a senior leader where there is a risk to the pupil's health or safety

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable 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
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities unless this is specified in their IHCPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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 manage their medical condition effectively
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips
- Administer, or ask pupils to administer, medicine in school toilets. The only exception would be for intimate medical procedures, e.g. suppositories

8. Emergency procedures and life limiting conditions

Staff will follow the school's emergency procedure for calling 999. All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will accompany the pupil to hospital and stay with the pupil until the parent arrives.

Sometimes it is necessary to support pupils who have life limiting conditions which may involve palliative care. Please see Appendix 3 for further information.

Each school site has a charged defibrillator kept in an accessible place. These devices are designed to support first aid when individuals have had a cardiac arrest.

9. Safeguarding

Where medical conditions give rise to safeguarding concerns, or indicates possible neglect or unmet need, this will be managed in line with the Trust's Safeguarding and Child Protection Policy.

10. Training

Staff responsible for supporting pupils with medical needs will receive suitable and sufficient training. All staff must alert the Medical Lead if they identify a gap in medical needs training for the pupils in their class.

Training needs will be identified during the development or review of IHCPs.

The relevant healthcare professionals will advise on the type and level of training required and will agree this with the relevant school contact. Training will be kept up to date. Where there is no training expiry date, the headteacher will ensure that the staff member knows how to request refresher training when required.

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 IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Ensure that staff know what to do in the event of an emergency such as an adverse reaction, or a mistake in the administration of medication

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication, e.g. a training certificate.

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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

See Appendix 5 for the external commissioning and provision of training.

11. Record keeping

Written records are kept of all medicine administered to pupils according to the records retention policy. Parents will be informed if their child has been unwell at school. IHCPs are kept in a readily accessible place which all staff are aware of.

A designated Controlled Drug Record must be used to document all controlled drugs and the administration of these.

Where medication requires refrigerated storage, it will be kept in a dedicated medicines refrigerator or in a clearly identified, secure container within a refrigerator that is inaccessible to pupils.

The temperature of the refrigerator will be monitored and recorded daily during term time to ensure that medicines are stored within the manufacturer's recommended temperature range, typically between **2°C and 8°C**.

The refrigerator will be kept clean, secure, and in good working order, and access will be restricted to authorised staff only.

The school will maintain a refrigerator temperature log, and any faults or temperature excursions will be reported and addressed without delay to ensure the safe storage of medication.

12. Error Procedure (Recording or Administering Medication)

In the event of an error in recording or administering medication:

The staff member must:

- Immediately report the error to their line manager or a senior leader. SLT must always be informed.
- Document the error on the appropriate system specifying the nature of the mistake, actions taken, and any impact on the pupil. This can include missed medication.
- Inform parents immediately by phone. Parents may need to seek advice regarding this error.
- Review the incident and determine if additional training or other corrective measures are necessary.
- For serious errors, follow up with the appropriate medical professional.

Where appropriate, the incident will be reviewed in line with the Trust's incident reporting and safeguarding procedures

13. Liability and indemnity

Enable Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The Trust is part of the Department for Education Risk Protection Arrangement. Full details can be found here. Enable Trust's insurance coverage extends to staff who support pupils with medical conditions, provided they follow the Trust's

agreed policies, procedures, and practices. This gives staff confidence that appropriate protections are in place and supports them in fulfilling their responsibilities under this policy.

14. Complaints

Parents who have concerns about the management of their child's medical condition should raise these with their child's Class Teacher in the first instance. Where the matter cannot be resolved at this stage, it will be referred to an appropriate member of the Senior Leadership Team for further discussion and resolution. If the concern remains unresolved, parents may follow the school's Complaints Procedure.

15. Monitoring arrangements

This policy will be reviewed and approved by the Director of Operations every three years, or earlier in the event of a complaint or an incident involving an adverse reaction, an error in administration of medication or another incident involving medication which requires investigation.

16. Links to other policies

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding & Child Protection
- Allergy awareness
- Retention

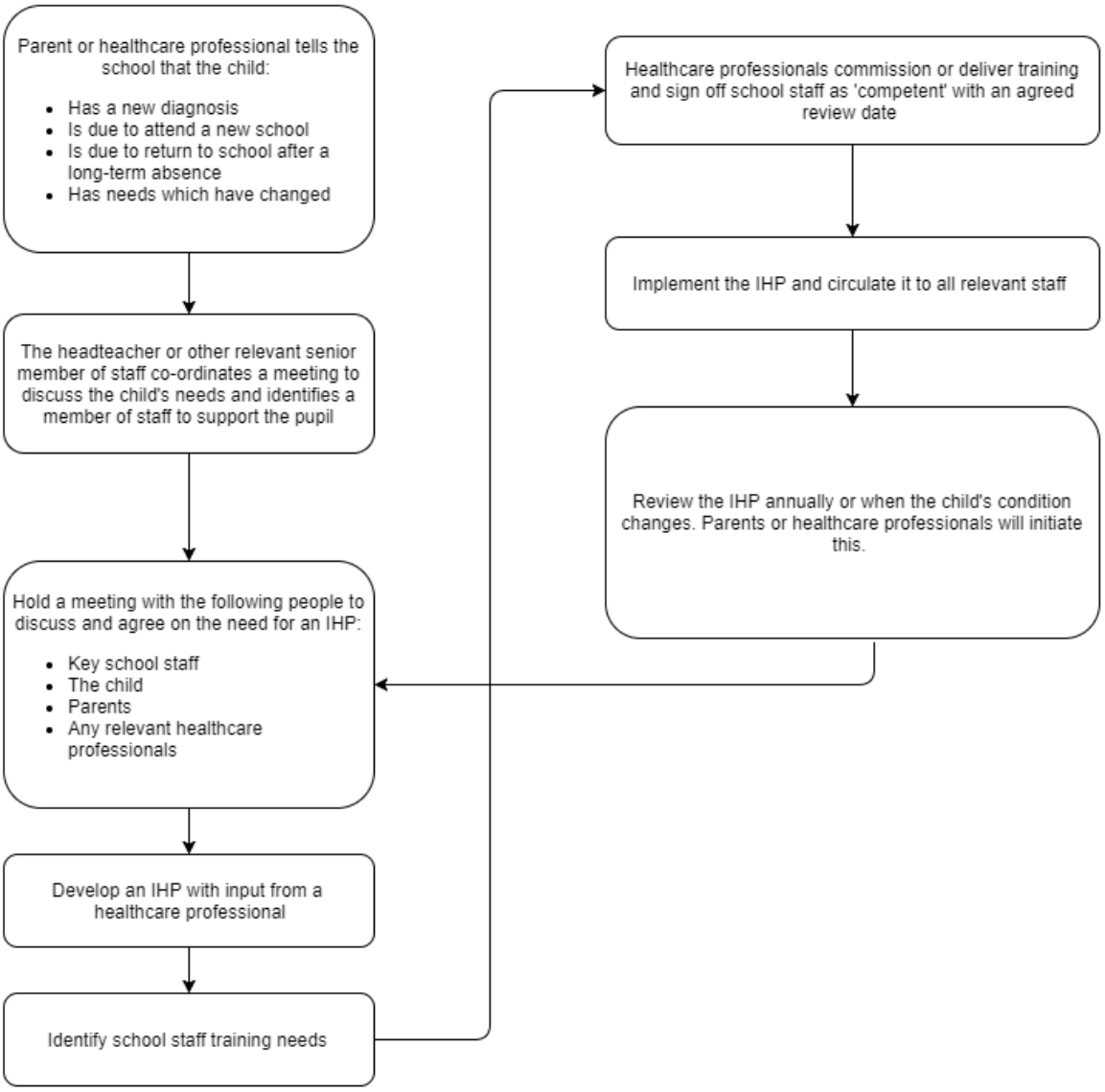
Appendix 1 Determining which approach is required

Approach	This approach may be suitable where:	Examples
Completion of an	• The medical condition is **well understood and stable**	

administration of medicines form	• The medical condition is **short-term** • The required support is **limited to administering medication at specified times** • There is **no need for complex decision-making, intervention thresholds, or emergency planning beyond standard procedures** • The pupil does not require **individualised adjustments to their daily provision or environment** • The level of risk can be safely managed through **staff awareness and routine processes**	
Development of an IHCP	• The medical condition is **more complex, unstable, or has the potential to deteriorate** • The pupil requires **regular monitoring, intervention, or support beyond routine administration of medication** • There is a need for **clear guidance on signs, symptoms, triggers, and actions to be taken**, including in emergency situations • Support involves **input from multiple staff members**, requiring clarity on roles and responsibilities • The condition may impact the pupil's **daily participation, environment, or access to learning and activities** • There is a requirement for **careful planning to manage risks**, including during off-site activities or transitions	
Complex or specialist medical needs	• The medical condition requires **specialist assessment, procedures, or interventions** beyond the competence or training of school staff • There is a need for **direct involvement and oversight from health professionals**, such as community nursing, specialist services, or paediatric teams	

	• The pupil's needs involve **medical technology, invasive procedures, or significant clinical risk** • There are **unclear, developing, or unstable medical needs** requiring coordinated multi-agency assessment • The level of risk is such that **additional resources, funding, or commissioning arrangements may be required**	

Appendix 2 IHCP Process


Parent or healthcare professional tells the school that the child:
Has a new diagnosis
Is due to attend a new school
Is due to return to school after a long-term absence
Has needs which have changed
The headteacher or other relevant senior member of staff co-ordinates a meeting to discuss the child's needs and identifies a member of staff to support the pupil
Hold a meeting with the following people to discuss and agree on the need for an IHP:
Key school staff
The child
Parents
Any relevant healthcare professionals
Develop an IHP with input from a healthcare professional
Identify school staff training needs
Healthcare professionals commission or deliver training and sign off school staff as 'competent' with an agreed review date
Implement the IHP and circulate it to all relevant staff
Review the IHP annually or when the child's condition changes. Parents or healthcare professionals will initiate this.

Appendix 3 Individual Health Care Plan template

<table>
<tr><td>Pupil full name:</td><td colspan="2"></td><td rowspan="5">Pupil photograph to assist with administering medicine in school</td></tr>
<tr><td>Pupil date of birth:</td><td colspan="2"></td></tr>
<tr><td>Pupil address:</td><td colspan="2"></td></tr>
<tr><td>Allergies:</td><td colspan="2"></td></tr>
<tr><td>This plan covers the following condition(s):</td><td colspan="2"></td></tr>
<tr><td>Any other linked health plans?</td><td colspan="3">Yes / No * Circle as appropriate and if yes, provide name of other plan(s).</td></tr>
<tr><td>Date of plan:</td><td></td><td>Review date of plan:</td><td></td></tr>
<tr><td>Home Contact 1:

(Name & Tel.)</td><td></td><td>Home Contact 2:

(Name & Tel.)</td><td></td></tr>
<tr><td>Home Contact 1 Relationship to pupil:</td><td></td><td>Home Contact 2 Relationship to pupil:</td><td></td></tr>
<tr><td>Clinical Contact 1 Name:</td><td></td><td>Clinical Contact 2 Name:</td><td></td></tr>
<tr><td>Clinical Contact 1 Tel:</td><td></td><td>Clinical Contact 2 Tel:</td><td></td></tr>
<tr><td>Clinical Contact 1 Position:</td><td></td><td>Clinical Contact 2 Position:</td><td></td></tr>
<tr><td colspan="4">Agreement to share Individual Health Care Plan:

• I agree that this information can be shared with school and transport staff.
• I give permission to use my/my child’s photograph on health documents.
• As a parent/carer, I am responsible for supplying in date medication to school.
• I also consent to share the information in this plan with relevant health professionals.
• I agree to contact the School Health Nurse if there are any changes that need to be made to this health care plan.
This Individual Health Care Plan has been discussed and agreed between the following persons:</td></tr>
<tr><td>Head Teacher or representative name:</td><td></td><td>Head Teacher or representative signature & date:</td><td></td></tr>
<tr><td>Parent/carer with parental responsibility name:</td><td></td><td>Parent/carer with parental responsibility signature & date:</td><td></td></tr>
</table>

Child/young person name:		Child/young person signature & date:	
Pupil name:		Pupil date of birth:	
Daily care requirements:			
List of possible medical emergencies and actions:			
If there are any key medical documents relating to this plan, list them here:			

Appendix 4 Pupils with life limiting conditions / palliative care arrangements

At times, the school may support pupils with life-limiting conditions, including those requiring palliative care. We are committed to respecting the wishes of the child or young person and their family. Where it is appropriate for a pupil to remain in school, we will work closely with healthcare professionals and other relevant agencies to ensure suitable and safe arrangements are in place.

Every child or young person has individual medical, emotional and social needs. We work collaboratively with families and healthcare professionals to develop appropriate plans that support the pupil's safety, dignity and wellbeing. In some circumstances, additional specialist medical or care support may be required and provided by health services. Up-to-date care plans and supporting documentation must be in place to ensure responsibilities, procedures and communication arrangements are clear for all staff and agencies involved.

Where necessary arrangements, resources or specialist support cannot be implemented immediately, appropriate interim educational provision, including home learning, may be provided until the required support is in place. During this period, we will work proactively with families and healthcare professionals to facilitate arrangements as quickly as possible.

We also recognise the emotional impact such situations can have on staff. In fulfilling our duty of care to employees, we provide access to wellbeing support, including a free and confidential Employee Assistance Programme. Whilst some staff may choose to undertake medical support roles, education staff are not legally required to provide medical care and may not have experience or training in palliative care. The school will take this into account when planning support arrangements and will ensure staff receive appropriate guidance and support.

Appendix 5: External Commissioning and Provision of Training:

Training will be commissioned and provided by health professionals when required. This currently includes:

- Epilepsy
- VNS
- Lifetime (including suctioning)
- Respiratory Physio team (deep suctioning where required)
- Asthma nurse

- Allergies team
- Nutricia (tube feeding)
- Endocronology
- Metabolic team
- Diabetes team
- Oncology team
- Urology team

This includes initial training for new staff and refresher courses at regular intervals, ensuring that staff stay updated on best practices.

Training needs will be assessed based on staff roles, individual pupil needs, advice from health professionals and feedback from incident reports or performance reviews. School leaders will evaluate whether staff require additional or specialised training.

Specialised training, such as for administering injections, will be arranged through external healthcare providers or certified trainers. Staff will be given access to such training as the need arises and only when approved by senior leaders, particularly for pupils with specific medical conditions requiring more advanced care.