

Supporting Pupils with Medical Conditions

Applicable from: Summer Term 2026

Responsible Lead:

Principal / Designated Safeguarding Lead (DSL)

Purpose and Scope

Bedford Greenacre School is committed to ensuring that all pupils with medical conditions are fully supported to access education, participate safely in school life, and achieve their potential.

This policy applies to:

- All pupils (Early Years to Sixth Form)
- All staff (teaching, support, and volunteers)
- School activities on and off site

This policy reflects:

- ISI regulatory requirements regarding health, safety and welfare
- The principles underpinning Benedict's Law, emphasising proactive safeguarding, staff awareness, and timely intervention in medical need

Aims

The School will:

- Ensure pupils with medical conditions are properly supported so they can attend regularly
- Enable pupils to participate fully in all aspects of school life
- Provide safe and effective care for both long-term and short-term medical needs
- Ensure staff are appropriately trained and confident
- Maintain robust systems that meet inspection expectations and safeguarding standards

Roles and Responsibilities

The Principal

- Has overall responsibility for implementation of this policy
- Ensures compliance with ISI standards
- Ensures sufficient staff training and resource allocation

Designated Safeguarding Lead (DSL)

- Oversees medical needs where they intersect with safeguarding
- Ensures concerns relating to health are acted upon promptly

Medical Lead - GC

- Maintains medical records and Individual Healthcare Plans (IHPs)
- Coordinates staff training
- Ensures medication procedures are followed

Staff

Are responsible for:

- Being aware of pupils' medical needs
- Following Individual Healthcare Plans
- Responding appropriately in emergencies
- Must attend relevant training where required

Parents/Carers

- Must provide accurate, up-to-date medical information
- Supply medication and consent documentation
- Work collaboratively with the school

Individual Healthcare Plans (IHPs)

An IHP will be developed for pupils with significant or long-term medical conditions. IHPs will include:

- Details of the condition and triggers
- Symptoms and early warning signs
- Medication requirements (dosage, timing, storage)
- Emergency procedures
- Staff responsibilities

IHPs will be:

- Reviewed at least annually, or sooner if needed
- Shared with relevant staff (with due regard to confidentiality)

Administration of Medication

The School will:

- Only administer medication with written parental consent
- Keep medication securely stored but accessible
- Maintain clear records of all administration

Where appropriate:

- Pupils may carry their own medication (e.g. inhalers, EpiPens)
- Staff will ensure these are readily available during activities

Emergency Procedures

The School will ensure:

- All staff are aware of emergency protocols
- Clear information is available for pupils with life-threatening conditions
- Emergency services are contacted without delay where required

In line with Benedict's Law principles, the school will:

- Prioritise early recognition of deterioration
- Ensure no hesitation in seeking urgent medical help
- Maintain robust communication with parents

Training and Awareness

The School will:

- Provide regular training for relevant staff (e.g. asthma, anaphylaxis, diabetes)
- Ensure specific staff are trained for pupils with complex needs
- Maintain training records for inspection purposes

Record Keeping and Confidentiality

- Medical information will be stored securely in line with GDPR
- **Only staff with a legitimate need will have access**
- Systems will ensure accurate, up-to-date records

Inclusion and Equal Access

The School will:

- Not discriminate against pupils with medical conditions
- Make reasonable adjustments to:
 - Timetables
 - Activities
 - Educational provision
- Ensure pupils are included in:
 - Trips
 - Sporting activities
 - Co-curricular programmes

Risk Assessment

Appropriate risk assessments will be undertaken for:

- School trips and off-site visits
- Sporting activities
- Residential events

These will:

- Incorporate medical needs
- Identify control measures
- Ensure staff preparedness

Monitoring and Review

This policy will be:

- Reviewed annually by SLT and Governors
- Updated in line with:
 - ISI regulatory changes
 - New legislation (including developments in Benedict's Law)
 - Inspection Readiness Notes (for SLT/Governors)

To ensure full compliance:

- Maintain central medical register
- Ensure IHPs are audit-ready
- Evidence staff training logs
- Demonstrate clear emergency procedures
- Link policy explicitly to safeguarding framework

