



KALEIDOSCOPE
Multi Academy Trust

Supporting Pupils in School with Medical Conditions

Approved by:
Next Review:

Kaleidoscope Trust Board
February 2028

Date: February 2026

1. Policy Statement

Kaleidoscope Multi-Academy Trust (KMAT) is committed to ensuring that all pupils with medical conditions—whether long-term, short-term, physical or mental—are properly supported in school so that they can access education and participate fully in school life. No pupil will be denied admission or access to activities because arrangements for their medical condition have not been made, unless attending poses a safeguarding risk to themselves or others. This policy applies to all academies within the Trust and should be read alongside safeguarding, first-aid, SEND, equality and health & safety policies.

2. Legal Framework

This policy has been developed with reference to:

- Section 100 of the Children and Families Act 2014 – duty to support pupils with medical conditions.
- Supporting Pupils at School with Medical Conditions (DfE Statutory Guidance, 2015).
- Equality Act 2010, SEND Code of Practice, Health and Safety at Work Act 1974, and Education Act 2002 safeguarding duties.

3. Roles and Responsibilities

3.1 Trustees

- Approve and review a Trust-wide policy and ensure statutory compliance across all academies.
- Allocate resources to meet medical-support needs, including training provision.
- Monitor risks through MAT assurance processes, including safeguarding and H&S reporting.

3.2 Local Governing Bodies (LGBs)

- Ensure arrangements are in place in their school to support pupils with medical conditions and that this policy is implemented.
- Ensure pupils with medical conditions have access to the same opportunities as their peers.
- Monitor implementation of individual healthcare plans (IHPs) and compliance with procedures.
- Assure appropriate insurance for medical procedures and administration of medicines.

3.3 Headteacher/Executive Headteacher

- Implement this policy locally and ensure staff awareness of pupils' needs.

- Ensure sufficient trained staff are available, including cover for absence and emergencies.
- Notify/liaise with the school nursing service regarding pupils requiring medical support.
- Oversee development, review and updating of IHPs and completion of risk assessments for trips and activities.
- Ensure staff are appropriately insured to carry out medical procedures.

3.4 School Staff

- Know the policy and follow procedures, including emergency actions.
- Administer medicines/treatments only if trained and authorised.
- Keep accurate records of medicines administered.
- Contribute to IHP development and support inclusion in school life.

3.5 Parents/Carers

- Provide accurate, up-to-date information regarding their child's medical needs.
- Supply in-date medicines/equipment and participate in IHP development and review.
- Ensure they or a nominated adult are contactable at all times.

3.6 Pupils

- Where appropriate, be involved in discussions about their medical needs and care.
- Take increasing responsibility for managing their own health where competent and agreed.

3.7 School Nurses and Healthcare Professionals

- Notify the school of pupils requiring support and advise on IHPs and staff training.

4. Procedures When Notified of a Medical Condition

- The school will gather medical evidence and consult parents and health professionals as needed.
- For new diagnoses or mid-term admissions, arrangements will be in place within two weeks wherever possible.
- Support will not be delayed pending formal diagnosis.
- An IHP will be initiated where needed (see Section 5).

5. Individual Healthcare Plans (IHPs)

IHPs will describe the condition, symptoms, triggers, treatments; outline the pupil's needs (medication, monitoring, equipment, access arrangements); detail emergency procedures and named responsible persons; identify staff training; and be developed collaboratively by the school, parents, healthcare professionals and, where appropriate, the pupil. IHPs are reviewed at least annually or sooner if needs change.

6. Managing Medicines in School – See Administering Medicines Policy

- Medicines are only administered where it would be detrimental to the pupil's health or attendance not to do so.
- Medicines must be provided in original, labelled containers (exception: in-use insulin pens/pumps).
- No child under 16 is given medicines without written parental consent (unless prescribed without parental knowledge, in which case confidentiality is respected).
- Controlled drugs are stored securely, with access by named staff only; all doses recorded.
- Competent pupils are encouraged to self-administer; appropriate supervision is arranged.
- A written record is kept for all medicines administered.

7. Staff Training and Support

- Training needs are identified via IHPs and agreed with healthcare professionals.
- Staff provide medical support/procedures only once assessed as competent.
- Whole-school awareness and induction training are provided; training records are maintained.

8. Emergency Arrangements

- All staff know how to respond in an emergency; IHPs define emergencies and actions.
- Template F (contacting emergency services) is kept by key telephones; staff stay with the child until parents arrive or accompany to hospital.

9. School Trips, Activities and Sporting Events

- Pupils with medical conditions are supported to participate fully; reasonable adjustments and risk assessments are completed and shared as appropriate.

10. Unacceptable Practice

The Trust will not: prevent access to medication; assume identical treatment for all pupils with the same condition ignore pupils'/parents' views or medical evidence; send pupils home or exclude from activities due to their condition (unless set out in an IHP); penalise attendance linked to medical needs; require parents to attend to administer medication; or create unnecessary barriers to participation in school life.

11. Liability and Indemnity

The Trust ensures adequate insurance for medical support activities and will make details available to staff. Where specialist procedures are required, appropriate cover and training will be confirmed with insurers.

12. Complaints

Concerns should be raised with the school in the first instance. If unresolved, the Complaints Procedure applies.

13. Monitoring and Review

The Trust Board will review this policy at least every two years or earlier if legislation or guidance changes. Each academy will report annually on training completed, IHP compliance, and medical incidents/near misses.



Appendix A – Template A: Individual Healthcare Plan (IHP)

General information

Field	Details
Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family contact information

Field	Details
Name (Contact 1)	
Relationship to child (Contact 1)	
Phone (work)	
Phone (home)	
Phone (mobile)	
Name (Contact 2)	
Relationship to child (Contact 2)	
Phone (work)	
Phone (home)	
Phone (mobile)	

Clinic/Hospital Contact

Field	Details
Name	

Phone number	
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G.P.

Field	Details
Name	
Phone number	

Who is responsible for providing support in school

.....
.....

Describe medical needs and give details of symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Appendix B – Template B: Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school/setting has a policy that staff can administer medicine.

Pupil and medicine details

Field	Details
Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Side effects the school/setting needs to know about	
Self-administration – Y/N	
Procedures to take in an emergency	

Contact details

Field	Details
Name	
Daytime telephone number	
Relationship to child	

Address	
I understand that I must deliver the medicine personally to [agreed member of staff]	

Parent/Carer signature: _____ Date: _____



Appendix E – Template E: Staff Training Record – Administration of Medicines

Field	Details
Name of school/setting	
Name of staff member	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

Trainer's confirmation: I confirm the above training has been provided and the staff member is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

Staff confirmation: I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Suggested review date: _____



Appendix F – Template F: Contacting Emergency Services

REQUEST AN AMBULANCE – Dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows [insert school/setting address]
4. The postcode (note sat-nav postcodes may differ from the postal code)
5. The exact location of the patient within the school setting
6. The name of the child and a brief description of their symptoms
7. The best entrance to use and that the crew will be met and taken to the patient
8. Keep a completed copy of this form by the phone



Appendix G – Template G: Model Letter Inviting Parents to Contribute to IHP Development

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN (IHP) FOR YOUR CHILD

Thank you for informing us of your child's medical condition. Please find enclosed a copy of the school's policy for supporting pupils at school with medical conditions. A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. IHPs are developed in partnership between the school, parents, pupils, and the relevant healthcare professional(s). The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHPs are likely to be helpful in the majority of cases, not all children will require one.

A meeting to start developing your child's IHP has been scheduled for __/__/__.

The meeting will involve [list attendees].

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist, and provide any evidence you wish us to consider as soon as possible. If you are unable to attend, it would be helpful if you could complete the attached IHP template and return it, together with any relevant evidence, for consideration at the meeting.

If you would like to discuss any aspect of this process, please contact [name/role] by email or phone.

Yours sincerely,

[Name]

[Role]

[School]