

HORIZONS EDUCATION TRUST

Supporting Children with Medical Needs Policy December 2025

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1.0 POLICY STATEMENT

- 1.1 Horizons Education Trust (HEdT) is committed to ensuring that all children with medical conditions receive the support they need to access education fully, safely, and inclusively. HEdT recognises its legal duties under the Children and Families Act 2014, the Equality Act 2010, and the Department for Education's statutory guidance Supporting Pupils with Medical Conditions at School (2017). The Trust believes that pupils with medical conditions should be able to enjoy the same opportunities as any other child, ensuring they can participate in academy life, benefit from high-quality education, and feel included within their school community.

2.0 AIMS

- 2.1 The purpose of this policy is to establish a consistent and effective approach to supporting pupils with medical needs across all schools within HEdT. The policy aims to ensure that all pupils with medical conditions receive high-quality, consistent care and support; that **Individual Healthcare Plans (IHCPs)** are effectively developed, implemented, and reviewed; and that clear roles and responsibilities are understood by all staff.
- 2.2 It also aims to guarantee that emergency procedures are clearly defined, routinely practised, and fully understood, and that support for pupils' medical conditions is integrated with wider SEND and inclusion frameworks. This integration ensures that medical, educational, and emotional needs are considered and planned together, including aligning IHCPs with **Education, Health and Care Plans (EHCPs)** where relevant.
- 2.3 HEdT also aims to ensure that all recording and reporting are transparent and timely through the use of associated MIS systems (e.g. Medical Tracker and MyConcern), and that the Board of Trustees is assured that practice across the academies meets statutory and best-practice expectations.

3.0 ROLES & RESPONSIBILITIES

- 3.1 The Board of Trustees has overall responsibility for approving this policy and monitoring its implementation to ensure compliance across all schools.
- 3.2 The Executive Team provides strategic oversight of Trust-wide assurance, training, and safeguarding arrangements relating to medical needs.
- 3.3 Headteachers are responsible for implementing the policy in their schools, appointing a Designated Medical Needs Lead, monitoring IHCPs, and ensuring appropriate use of associated MIS systems (e.g. Medical Tracker and MyConcern).
- 3.4 The Designated Medical Needs Lead coordinates the development and review of IHCPs, liaises with parents, carers, and healthcare professionals, maintains accurate records, and oversees emergency planning and staff training.
- 3.5 All staff members are expected to follow the guidance and procedures outlined in each IHCP, to record incidents accurately, and to raise any concerns promptly

through the appropriate channels.

4.0 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

- 4.1 Individual Healthcare Plans are developed for pupils who have long-term or complex medical conditions requiring ongoing or significant medical management. Each IHCP sets out the specific care arrangements required for the pupil, including daily care routines, triggers or warning signs, emergency procedures, and details of staff roles and responsibilities. Plans are created collaboratively with parents or carers, healthcare professionals, and relevant school staff.
- 4.2 Where a pupil also has an EHCP, the IHCP will be aligned to ensure consistency and cohesion between educational and medical provision. IHCPs are reviewed at least annually, and sooner where there are changes in a pupil's condition or care requirements.

5.0 ADMINISTRATION OF MEDICINES

- 5.1 Medicines are only administered when they have been prescribed by a qualified medical practitioner and are essential to be taken during school hours. Parental consent must be obtained in writing before any medication is administered. Controlled drugs are stored securely in accordance with legal and medical guidance, and every administration of medicine is recorded on Medical Tracker.
- 5.2 Any incidents involving medication errors, near misses, or concerns about unsafe handling must be reported immediately. Such incidents are logged on MyConcern and, where appropriate, on the Staff Safeguarding Portal. The headteacher must be informed without delay, and all incidents will be reviewed in line with Trust safeguarding and disciplinary procedures to ensure safe practice and learning from events.

6.0 EMERGENCY PROCEDURES

- 6.1 Horizons Education Trust is committed to ensuring that all staff are confident and competent in responding to medical emergencies.
- 6.2 All staff receive annual training in the recognition and management of medical emergencies such as severe asthma attacks, anaphylaxis, epileptic seizures, and hypoglycaemia.
- 6.3 Each IHCP includes a clearly defined emergency plan that specifies when an ambulance should be called, who will stay with the pupil, how the child will be transported, the location of medical records and emergency medication, and the process for notifying parents or carers. In the event of a medical emergency, staff must dial 999 immediately, describe the child's medical condition, and provide relevant information such as medication, allergies, and school address.
- 6.4 The senior leader on site and the Designated Medical Needs Lead must be informed immediately. One member of staff must remain with the pupil until paramedics arrive, while another retrieves the pupil's IHCP and medication and meets the ambulance at the academy entrance. Parents or carers are contacted as soon as possible. If they cannot be reached, staff act in loco parentis and

accompany the child to hospital.

- 6.5 Following an emergency, the incident must be recorded on Medical Tracker, reviewed by the Headteacher or Designated Safeguarding Lead, (DSL) and evaluated to identify any necessary procedural or training improvements. For off-site visits, trips, and residential activities, risk assessments must include provision for emergency medical transport, hospital routes, staff supervision, and the presence of trained staff carrying emergency medication. Schools must ensure that qualified first aiders are available and that emergency medicines such as inhalers, EpiPens, and defibrillators are readily accessible, regularly checked, and stored safely without unnecessary delay to access.

7.0 STAFF TRAINING & AWARENESS

- 7.1 HEdT recognises that the competence and confidence of staff are essential to supporting pupils with medical needs effectively. All staff receive training during induction and as part of ongoing professional development. Staff directly supporting pupils with specific medical conditions receive specialist training delivered by qualified healthcare professionals. All training undertaken is recorded on associated MIS systems (e.g. Medical Tracker) and reviewed annually to ensure continued compliance and effectiveness.

8.0 REPORTING & RECORD KEEPING

- 8.1 Robust record keeping underpins safe and consistent medical care. Medical Tracker is used to record the administration of medication, incidents, and audit findings. MyConcern is used to record and monitor safeguarding-related medical concerns. Weekly reviews of records are undertaken by the Designated Medical Needs Lead, and half-termly audits are carried out by the Headteacher. Trust-wide analysis of trends and compliance is conducted termly by the Executive Team.
- 8.2 If any member of staff has concerns about the conduct, competence, or practice of a colleague in relation to medication administration, recording, or handling, the concern must be recorded immediately on the Staff Safeguarding Portal and reported to the headteacher. The headteacher will review the concern in accordance with the Trust's Safeguarding, Whistleblowing, and Disciplinary policies (available [here](#)) and will escalate the matter to the Trust Director of Safeguarding and Attendance if necessary.

9.0 INCLUSION, SEND & TRANSITIONS

- 9.1 The Trust views medical needs as part of its broader inclusion commitment. Support for pupils with medical conditions is coordinated with SEND provision, ensuring that all pupils are included in school life and supported to reach their potential.
- 9.2 Reviews of IHCPs are aligned, where appropriate, with EHCP or SEND Support Plan review cycles. When pupils move between classes, key stages, or schools, their IHCPs are shared in advance, and any required staff training is identified and arranged. All trips, visits, and enrichment activities must include full

consideration of pupils' medical needs within the risk assessment process.

10.0 ASSURANCE, MONITORING & GOVERNANCE

- 10.1 Each academy within the HEdT completes an annual audit of medical needs management to ensure compliance with statutory guidance and internal expectations.
- 10.2 The Executive Team collates the findings of these audits and reports them to the Trust Board.
- 10.3 Serious medical incidents must be reported to the Executive Team within **24 hours**, and compliance across schools is reviewed **termly** as part of the Trust's wider safeguarding assurance process.

11.0 UNACCEPTABLE PRACTICE

- 11.1 HEdT is clear that no pupil should ever be denied medication or support required for their condition. Pupils will not be excluded from activities, penalised for absence related to their medical condition, or supported by untrained staff. The views of parents and carers, as well as professional medical advice, will always be considered and respected.

12.0 COMPLAINTS & ESCALATION

- 12.1 Concerns or complaints regarding medical support should be raised initially with the headteacher. If the issue is not resolved at school level, it may be escalated in line with the Trust's [Complaints Policy](#) or referred to the Director of Education for further consideration.