THE HUB EDUCATIONAL SERVICES CIC

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Published: April 2025 **Last Reviewed:** April 2026 **Next Review:** April 2027

1. Introduction and Legal Framework

The Hub Educational Services CIC is an inclusive Alternative Provision that welcomes and supports pupils with medical conditions. We recognise that medical needs can affect a child's physical health, emotional wellbeing, attendance, and ability to learn. Our commitment is to ensure that every pupil with a medical condition receives the same opportunities as their peers and is able to participate fully in all aspects of school life.

This policy is written in accordance with Section 100 of the Children and Families Act 2014, which places a legal duty on schools and alternative provision settings to make arrangements to support pupils with medical conditions. It also reflects the statutory guidance *Supporting Pupils at School with Medical Conditions* (DfE, 2015), the draft guidance *Supporting Children and Young People with Medical Conditions and Allergy* (DfE, 2026), the Equality Act 2010, the SEND Code of Practice (2015), and Keeping Children Safe in Education (2024–2026). These frameworks ensure that pupils with medical conditions are supported safely, effectively, and without discrimination.

Our approach is rooted in the belief that pupils with medical conditions should be able to be healthy, stay safe, enjoy and achieve, and make a positive contribution. We work closely with parents, carers, medical professionals, and local health services to ensure that pupils receive coordinated care that meets their individual needs.

2. Our Commitment to Pupils with Medical Conditions

The Hub is committed to providing pupils with medical conditions the same access to education, activities, and opportunities as all other pupils. We ensure that pupils can participate in the full curriculum, sporting activities, educational visits, and everyday routines. We support pupils to manage their medical needs confidently and safely, and we ensure that they have access to inhalers, medication, food, drink, rest breaks, and toilet facilities whenever required.

We want parents and carers to feel reassured that their child's medical needs are understood and supported. We maintain strong links with local health and social care services, administer medication when necessary, and follow the advice of medical professionals. We recognise

that medical conditions can affect a child's emotional wellbeing, and we provide support to help pupils build confidence, develop self-care skills, and manage any social or emotional difficulties linked to their condition.

No pupil will ever be denied admission or prevented from taking up a place at The Hub because arrangements for their medical condition have not yet been made. We understand that pupils with the same diagnosis may have very different needs, and we tailor our support accordingly.

3. Unacceptable Practice

In line with DfE guidance, The Hub will never engage in practices that compromise the safety, dignity, or wellbeing of pupils with medical conditions. We will not prevent pupils from drinking, eating, or using the toilet when needed, nor will we ignore medical advice or pupil voice. Pupils will not be sent home unnecessarily because of their medical condition, nor will they be penalised for attendance difficulties linked to their health.

We will not expect parents to administer medication during the school day, and we will not leave pupils without trained staff during off-site activities or extended provision. Medication will never be withheld or delayed, and pupils will not be excluded from activities because of their medical needs. These practices are explicitly prohibited by current DfE guidance and are incompatible with our ethos.

4. Identifying and Supporting Pupils with Medical Conditions

When The Hub is notified that a pupil has a medical condition, we gather detailed information from parents, carers, the pupil, and relevant medical professionals. This helps us understand the complexity of the condition and determine whether additional advice or specialist input is required.

The Directors decide whether an Individual Healthcare Plan (IHP) is needed. If staff require training to support the pupil safely, we arrange this promptly. Where training temporarily affects a pupil's ability to attend, we implement a bespoke programme—such as a reduced timetable or home visits—to ensure continuity of education. If a pupil has experienced medical-related absences, we create a reintegration plan to support their return.

5. Individual Healthcare Plans (IHPs)

Individual Healthcare Plans are created for pupils with fluctuating, complex, or high-risk medical conditions. They are developed collaboratively with parents, carers, the pupil, staff, and medical professionals. The purpose of an IHP is to ensure that the pupil's education, health, and emotional wellbeing are supported effectively and that disruption to learning is minimised.

An IHP includes detailed information about the medical condition, its triggers, symptoms, and treatments. It outlines the pupil's needs, including medication, equipment, testing, dietary requirements, and environmental considerations. It also sets out the educational, social, and emotional support required, the level of assistance needed in emergencies, and the roles and training needs of staff.

The plan identifies who needs to be aware of the pupil's condition, the arrangements for administering medication, and the procedures for off-site activities. It also covers

confidentiality, refusal of medication, emergency procedures, and contingency arrangements. IHPs are reviewed annually or sooner if the pupil's needs change, and they are shared with any other APs or schools the pupil attends.

6. Allergy and Anaphylaxis Management

The Hub follows the DfE's 2026 allergy safety guidance. Pupils with allergies have an Allergy Action Plan, and staff receive training in recognising allergic reactions and administering adrenaline auto-injectors. We ensure that emergency medication is accessible at all times and that food handling procedures minimise allergen risks.

Allergen-related incidents are recorded and, where required, reported in accordance with food safety regulations. Staff are trained to respond quickly and confidently to allergic reactions, and pupils with allergies are supported to participate fully in all activities.

7. Roles and Responsibilities

Directors

The Directors ensure that sufficient staff are trained and competent to support pupils with medical conditions. They oversee the development of IHPs, ensure that staff understand their responsibilities, and liaise with medical professionals when necessary. They also ensure that medication is stored, recorded, and administered safely and that safeguarding concerns linked to medical needs are addressed.

All Staff

Staff complete required training and respond appropriately when pupils need medical support. They maintain confidentiality, support pupils emotionally, and follow emergency procedures. Supply staff are trained in emergency response but do not administer routine medication. Staff are never solely responsible for pupils with high-risk medical needs unless they have received appropriate training.

Parents and Carers

Parents and carers provide accurate medical information, supply medication, complete consent forms, and contribute to IHPs. They follow agreed procedures and ensure that The Hub has sufficient medication at all times.

Pupils

Pupils are encouraged to participate in discussions about their medical needs and to contribute to their IHPs. They are supported to manage their condition independently when appropriate and are expected to be respectful of peers with medical needs.

Medical Professionals

Medical professionals provide advice, information, and specialist guidance. They support the development of IHPs and offer expertise for specific conditions such as asthma, diabetes, epilepsy, MCAS, PoTS, and others.

8. Staff Training and Competency

Staff supporting pupils with medical conditions receive training in awareness, medication administration, confidentiality, and emergency response. Where specific training is required for particular conditions, the number of trained staff is determined by the Directors. Training is refreshed regularly, and competency checks are carried out to ensure staff can support pupils safely.

9. Managing Medicines on The Hub Premises

The Hub only accepts medication that is prescribed, in date, labelled with the pupil's name and dosage, and provided in its original packaging, except for insulin pens or pumps. Medication is stored securely in a locked medical cabinet, with controlled drugs double-locked. Inhalers may be carried by pupils.

Medication administration is recorded in the medication book. Parents may administer medication on site if they prefer. Sharps are disposed of in accordance with local policies, and oxygen bottles must be pre-approved by external consultants.

10. Managing Medicines Off-Site

Routine and emergency medication must be signed out before trips. Emergency medication must remain accessible at all times, and staff follow IHP procedures during off-site activities. Medication procedures are followed consistently, whether on or off the premises.

11. Serious Incidents and Reporting

The Hub follows DfE expectations for serious incidents. We record serious incidents, report allergen-related food safety incidents, and notify the Health and Safety Executive where required. We investigate incidents and near misses to learn from them and provide wellbeing support to pupils afterwards. Where medical needs raise safeguarding concerns, staff follow KCSIE and The Hub's safeguarding policy.

12. Complaints

Parents or pupils who are dissatisfied with the support provided should raise concerns with The Hub. If the issue cannot be resolved informally, they may follow the formal complaints procedure.

13. Equality Act 2010

Many pupils with medical conditions meet the definition of disability under the Equality Act. The Hub provides reasonable adjustments to ensure full access to education, activities, and visits. We do not discriminate against pupils because of their medical needs.

14. Extended Provision

Medical support is available during breakfast clubs, after-school activities, and off-site provision. Pupils with medical conditions are supported consistently throughout the extended school day.

15. Mental Health Conditions

The Hub recognises mental health conditions—such as anxiety, depression, trauma, and eating disorders—as medical conditions requiring support. We work with pupils, parents, and professionals to ensure that mental health needs are addressed sensitively and effectively.

16. Review

This policy is reviewed annually or sooner if legislation or guidance changes.